**Re. Termination Letter for Policy Infringement**

Dear [Employee],

We regret to inform you that your job with the [Hospital Name] will end with immediate effect. This decision has been made because of your inability to conform and comply with the medical clinic's standards of operations (SOPs) and arrangements.

As a worker of our emergency clinic, it is your obligation to comply with the standards and strategies set by the organization. Unfortunately, notwithstanding and not considering the risks involved in the procedures and committed non-compliance, you have neglected the primary factor of commitment to your job.

We understand that this news might cause trouble for you, and therefore, we guarantee you that this decision is not biased. We highly appreciate and esteem the dedication and hard work you have done during your work with us, however, the decision will remain unchanged as it has been ordered by the higher authorities after careful observation of the breach. We have always been striving hard to give quality medical care administrations to our patients.

Kindly note that you will receive your paycheck within the following fourteen days, and any remaining remunerations will be settled likewise. Moreover, we demand that you return all medical clinic property in your custody, including your ID card, parking card, and medical card.

We wish you a good life and better career opportunities. We trust that you will behave professionally considering your activities and roll out the essential improvements to prevail in your future endeavors.

Sincerely,

[Your Name]

[Position]

[Medical Clinic Name]