

# ■ Termination Letter for Misconduct Template

## Ready-to-Use Template for Kenyan Workplaces

Prepared by EmmanuelHR

[Your Company Letterhead]

Date: [Insert Date]

To: [Employee Name]  
Employee ID: [Employee Number]  
Position: [Job Title]  
Department: [Department]

Subject: Termination of Employment for Misconduct

Dear [Employee Name],

Following the disciplinary hearing held on [Insert Date], regarding allegations of [briefly state misconduct], and after careful review of the facts, your explanation, and the panel's findings, we regret to inform you that your employment with [Company Name] is hereby terminated with effect from [Termination Date].

The reason for this decision is [state specific misconduct and why it breached company policy or employment terms].

You will be paid your final dues including salary up to your last working day, accrued leave (if any), and any other benefits owed as per the law and company policy. Please arrange to return any company property in your possession by [Insert Date].

You have the right to appeal this decision in writing within [Insert timeline, e.g., 7 days] to the HR department.

We wish you the best in your future endeavors.

Sincerely,  
[Name]  
[Title]  
[Signature]

Cc: HR Department  
Employee File