Date: [Insert Date]

To: [Employee Name]
Employee ID: [Insert ID Number]

Subject: Notice of Immediate Termination

Dear [Employee Name],

This letter is to formally notify you that your employment with [Company Name] is terminated, effective immediately, [Insert Date].

This decision has been made due to the following conduct which constitutes a fundamental breach of your employment contract:

- [Insert specific reason/incident, e.g., Gross misconduct]
- [Insert specific date of incident]
- [Insert policy violated]

As a consequence of these actions, your access to company systems, email, and premises has been revoked. Please return all company property, including keys, laptop, and ID badges, to [Insert Department/Name] by [Insert Time/Date].

Your final paycheck, including payment for hours worked up to this date [and accrued vacation time, if applicable], will be [mailed to your address/deposited into your account] on [Insert Date]. Information regarding your benefits and COBRA coverage will be sent to you under separate cover.

Please acknowledge receipt of this letter by signing below.

Sincerely,

[Your Name]
[Your Title]
[Company Name]

_____
Employee Signature

_____
Date