

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Subject: Notice of Termination of Employment

Dear [Employee Name],

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

This decision has been made following the incident on [Date of Incident] at [Time], where you were observed sleeping while on duty. Sleeping during work hours is a violation of our company policy regarding [Policy Name/Code of Conduct] and is considered a serious breach of your professional responsibilities.

During our meeting on [Date of Meeting], you were given the opportunity to explain the situation. However, the explanation provided does not justify the neglect of your duties, especially considering [mention safety risks or operational impact if applicable].

Your final paycheck, including payment for hours worked up to this date and any accrued leave, will be [mailed to your address/deposited into your account] by [Date].

Please return all company property, including [keys, ID badges, laptops, or tools], to [Department/Person] by [Time/Date].

If you have questions regarding your benefits or insurance coverage, please contact the Human Resources department at [Phone Number/Email].

Regards,

[Your Name]

[Your Title]

[Company Name]