

[Company Name]
[Company Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee ID]
[Home Address]

RE: NOTICE OF TERMINATION FOR GROSS MISCONDUCT

Dear [Employee Name],

Please be advised that your employment with [Company Name] is terminated effective immediately, [Date], for cause due to gross misconduct.

This decision follows an investigation into the following incident(s):

[Insert specific description of the misconduct and the date it occurred].

Your actions constitute a fundamental breach of your employment contract and a violation of company policy regarding [Name of specific policy, e.g., Professional Conduct, Safety, or Theft]. Due to the severity of this misconduct, the company is terminating your employment without notice or pay in lieu of notice.

Please return all company property, including [list items such as keys, laptop, ID badge], by [Time/Date].

Details regarding your final paycheck and any accrued benefits will be sent to you under separate cover. Please ensure we have your current mailing address for the delivery of your tax documents.

Sincerely,

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