

[Date]

[Employee Name]

[Employee ID]

[Address]

Subject: Notice of Termination of Employment

Dear [Employee Name],

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

This decision has been made following a thorough investigation into a severe violation of company policy. Specifically, the grounds for your termination are as follows:

[Insert detailed description of the policy violation and the specific incident(s) involved].

This conduct is a direct violation of the [Name of Policy, e.g., Code of Conduct/Anti-Harassment Policy] as outlined in the Employee Handbook. Due to the severity of this breach, we have determined that immediate termination is necessary.

Regarding your final compensation and benefits:

- Your final paycheck, including wages earned up to today, will be issued on [Date].
- Your healthcare coverage will terminate on [Date]. You will receive information regarding COBRA/continuation of benefits via mail.
- You are required to return all company property, including [Keys, Laptop, ID Badge], by [Time/Date].

Please be reminded of your ongoing obligations regarding [Confidentiality/Non-Disclosure agreements] that you signed at the start of your employment.

Sincerely,

[Your Name]

[Your Title]

[Company Name]