

[Date]

[Employee Name]

[Employee ID]

[Home 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], due to acts of insubordination.

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

[Insert specific details of the incident, including dates and the specific orders or policies that were disregarded].

Your refusal to follow direct, lawful, and reasonable instructions from [Manager Name] on [Date] constitutes a serious violation of company policy and the terms of your employment. Prior warnings regarding your conduct were issued on [Date(s) of previous warnings, if applicable], yet no sustained improvement has been observed.

As a result of this termination for cause:

- Your final paycheck, including payment for hours worked up to this date, will be issued on [Date/via Method].
- Your access to company systems, email, and premises is revoked effective immediately.
- [Optional: Mention information regarding benefits, COBRA, or return of company property].

Please return all company property, including keys, badges, and electronic devices, to [Name/Location] by [Date/Time].

Sincerely,

[Your Name]

[Your Title]

[Company Name]