

[Current Date]

[Employee Full Name]  
[Employee ID Number]  
[Home Address]  
[City, State, Zip Code]

**Subject: Notice of Termination of Employment**

Dear [Employee Name],

This letter serves as formal notification that your employment with [Company Name] is terminated for cause, effective immediately, [Date].

This decision has been made following a thorough investigation into reports of workplace harassment. The investigation concluded that your conduct violated the company's Anti-Harassment Policy and Code of Conduct. Specifically, it was determined that you engaged in the following behavior: [Briefly describe the findings, e.g., unwelcome verbal comments and intimidating behavior toward colleagues].

Our company maintains a zero-tolerance policy regarding harassment of any kind. Your actions have created a hostile work environment that is inconsistent with our core values and legal obligations.

Your final paycheck, which includes payment for all hours worked up to your termination date [and accrued vacation time, if applicable], will be issued via [Direct Deposit/Mail] on [Date]. Your access to all company systems, email accounts, and physical premises is revoked effective immediately.

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

Please note that your obligations regarding the confidentiality of proprietary company information remain in effect following your departure. You will receive a separate package via mail regarding your benefits status and COBRA eligibility.

Sincerely,

[Your Signature]

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