

[Company Name]
[Company Address]
[Date]

[Employee Name]
[Employee Address]

RE: TERMINATION OF EMPLOYMENT

Dear [Employee Name],

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

This decision has been made following an investigation into an incident of workplace violence that occurred on [Date of Incident]. Specifically, it was determined that you engaged in the following conduct: [Briefly describe the specific violent behavior or threat].

This behavior is a direct violation of our Workplace Violence Policy and our Code of Conduct. [Company Name] maintains a zero-tolerance policy regarding threats or acts of violence to ensure the safety of all employees.

Your final paycheck, including payment for all hours worked up to this date, [will be issued via direct deposit / is enclosed]. Your access to company systems and premises is revoked effective immediately.

Please return all company property, including keys, security badges, and electronic equipment, by [Return Date].

Sincerely,

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