

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

[Date]

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

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 that occurred on [Date of Incident]. It was determined that you were under the influence of [alcohol/illegal substances] while on duty. This behavior is a direct violation of our company's Drug and Alcohol Policy, as well as our Code of Conduct.

As a result of this serious breach of policy and the safety risks it posed to yourself and others, your employment is terminated for cause. You will receive your final paycheck, including any accrued vacation pay, via [Method of Delivery] on [Date].

Please return all company property, including [keys, badges, laptop, etc.], by [Date/Time]. Your access to company systems has been deactivated.

Information regarding your benefits and [COBRA/Insurance] status will be sent to you under separate cover.

Regards,

[Signature]

[Name of Manager/HR Representative]
[Title]