

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Subject: Notice of Termination of Employment

Dear [Employee Name],

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

This decision has been made following an investigation into the incident(s) that occurred on [Date of Incident]. It has been determined that your conduct involved workplace violence and/or aggressive behavior, specifically: [Briefly describe incident, e.g., physical altercation, verbal threats, or intimidation].

Such behavior is a direct violation of our Code of Conduct and our Zero-Tolerance Policy regarding workplace violence. Actions of this nature pose a threat to the safety of our employees and are grounds for immediate dismissal for cause.

Please note the following regarding your departure:

- **Final Pay:** Your final paycheck, including payment for hours worked up to this date and any accrued vacation time, will be [mailed to your address/deposited into your account] by [Date].
- **Benefits:** Information regarding the status of your benefits and any conversion rights will be sent to you under separate cover.
- **Company Property:** You are required to return all company property, including [keys, ID badges, laptops, etc.], by [Date/Time].

You are further advised that you are no longer permitted on company premises. Any further communication regarding your employment should be directed to the Human Resources Department at [Phone Number/Email].

Sincerely,

[Name of Manager/HR Representative]

[Job Title]

[Company Name]