

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

[Date]

[Employee Name]
[Employee Address]

RE: 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 a formal investigation into allegations of sexual harassment. The investigation concluded that your conduct violated the company's Code of Conduct and Anti-Harassment Policy. Specifically, it was determined that you engaged in [brief description of behavior, e.g., inappropriate physical contact / unwelcome verbal comments], which constitutes a zero-tolerance violation of our workplace standards.

As a result of this immediate termination:

- Your access to company systems, email, and premises is revoked effective immediately.
- Your final paycheck, including any accrued wages and unused vacation time, will be [mailed to your address / deposited via direct deposit] by [Date].
- Information regarding your benefits and COBRA eligibility will be sent to you under separate cover.

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

Sincerely,

[Signature]

[Printed Name]
[Job Title]