

[Date]

[Employee Name]

[Employee ID]

[Home Address]

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], for gross insubordination.

This decision follows an investigation into the incident(s) that occurred on [Date of Incident]. Specifically, you [describe the specific act of insubordination, e.g., refused a direct lawful order from a supervisor/used abusive language toward management].

Such conduct is a direct violation of company policy and the terms of your employment contract. Given the severity of this behavior, we have determined that immediate dismissal is necessary.

Your final paycheck, which includes payment for work completed up to this date and any accrued benefits as required by law, will be [issued today / mailed to your address].

Please return all company property, including keys, security badges, and laptop, by [Time/Date].

Your access to company systems has been deactivated. Should you have any questions regarding your benefits or final pay, please contact the Human Resources department.

Regards,

[Your Name]

[Your Title]

[Company Name]