

**Date:** [Date]

**To:** [Employee Name]

**Employee ID:** [ID Number]

**Position:** [Job Title]

**Subject: Notice of Termination of Employment**

Dear [Employee Name],

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

This decision follows an investigation into the incident that occurred on [Date of Incident]. It has been determined that you engaged in the willful and intentional damage of company property, specifically [Description of Property Damaged].

The company maintains a zero-tolerance policy regarding the deliberate destruction of business assets. Your actions constitute a serious breach of the company's code of conduct and your employment agreement. As this is considered gross misconduct, your termination is effective without notice or pay in lieu of notice.

Regarding your final arrangements:

- Your final paycheck, including any accrued wages up to today, will be issued on [Date] via [Payment Method].
- All remaining company property in your possession, including keys, badges, and electronic devices, must be returned by [Time/Date].
- Information regarding your benefits and COBRA (if applicable) will be sent to your mailing address.

Please refrain from entering company premises or contacting staff via professional channels following your departure today.

Regards,

[Your Name/Signature]

[Your Title]

[Company Name]