

[Company Header/Logo]

[Date]

[Employee Full 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].

This decision has been made following an investigation into an incident that occurred on [Date of Incident]. It was determined that you were in possession of a weapon, specifically [Description of Weapon], while on company premises. This is a direct violation of [Company Name]'s "Zero Tolerance" policy regarding weapons in the workplace and constitutes gross misconduct.

As a result of this policy violation:

- Your access to all company systems and premises is revoked effective immediately.
- Your final paycheck, including payment for hours worked and any accrued leave (if applicable by law), will be [issued today / mailed to your address / deposited by Date].
- Information regarding your benefits and COBRA coverage will be sent to you via separate mail.

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

Any attempt to enter company property without express written permission will be considered trespassing. If you have questions regarding your final compensation or benefits, you may contact the Human Resources department at [Phone Number/Email].

Regards,

[Signature]

[Name of Manager/HR Representative]

[Title]

[Company Name]