

Date: [Date]

To: [Employee Name]

Employee ID: [Employee ID Number]

Position: [Job Title]

Subject: Notice of Termination for Serious Health and Safety Violations

Dear [Employee Name],

This letter serves as formal notification that your employment with [Company Name] is terminated, effective [Effective Date/Immediately].

This decision has been made following an investigation into your conduct regarding workplace safety protocols. Specifically, it was determined that on [Date of Incident], you engaged in the following violation(s):

- [Description of specific violation 1]
- [Description of specific violation 2]

Your actions constitute a serious breach of our Health and Safety Policy and [mention specific safety regulations or laws, if applicable]. Such behavior poses an unacceptable risk to yourself, your colleagues, and the company's operations. Given the severity of these violations, we have determined that summary dismissal is the appropriate course of action.

Final Pay and Benefits:

Your final paycheck, including payment for hours worked up to your termination date and any accrued vacation time (as per company policy), will be [issued via direct deposit / mailed to your address on file] on [Date]. Your health insurance coverage and other benefits will terminate on [Date]. Information regarding your COBRA rights or benefit conversion will be sent to you under separate cover.

Company Property:

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

Should you have any questions regarding your final compensation or benefits, please contact the Human Resources Department at [Phone Number] or [Email Address].

Regards,

[Your Name]
[Your Title]
[Company Name]