

Date: [Date]

To: [Employee Name]

Position: [Employee Job Title]

Subject: Notice of Termination for Cause (Gross Insubordination)

Dear [Employee Name],

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

This decision has been made following an investigation into your conduct on [Date of Incident]. Specifically, your actions were found to constitute gross insubordination, including:

- [Description of the specific act, e.g., direct refusal to follow a lawful order]
- [Description of any verbal abuse or threats directed at management]
- [Description of the impact on company operations]

Your actions represent a fundamental breach of your employment contract and company policies regarding professional conduct. Due to the severity of this behavior, the company is terminating your employment without notice or pay in lieu of notice.

Regarding your final details:

- **Final Pay:** Your final paycheck, including all wages earned up to today, will be [mailed to your address/deposited] by [Date].
- **Benefits:** Information regarding your benefits status and COBRA eligibility (if applicable) will be sent via separate mail.
- **Company Property:** Please return all company property, including [keys, laptop, ID badge], immediately.

Please note that the terms of your [Non-Disclosure/Non-Compete] agreement remain in effect following your departure.

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Title]

[Company Name]