

[Date]

[Employee Name]

[Employee ID]

[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 due to your violation of company policy, specifically: [Name of Policy/Section].

The details regarding the cause for termination are as follows:  
[Insert brief description of the incident/violation and the date it occurred].

On [Date of previous warnings, if applicable], you were previously [warned/notified] regarding this behavior; however, the policy violation has persisted or was severe enough to warrant immediate dismissal under our disciplinary procedures.

Regarding your final compensation:

- Your final paycheck, including payment for hours worked through today, will be [mailed to your address / deposited] on [Date].
- [Mention status of accrued vacation/PTO according to state law/company policy].
- Your benefits coverage will end on [Date]. You will receive separate information regarding COBRA or benefits conversion shortly.

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

Please be reminded of your ongoing obligations regarding [Non-Disclosure/Confidentiality Agreements] which you signed on [Date].

Sincerely,

[Signature]

[Manager/HR Representative Name]

[Title]

[Company Name]