

DATE: [Date]

TO: [Employee Name]

POSITION: [Employee Job Title]

RE: Notice of Termination for Cause

Dear [Employee Name],

This letter serves as formal notification that your employment with [Company Name] is terminated for cause, effective immediately, [Date].

This decision follows a formal investigation into reports of workplace harassment. The investigation has concluded that you violated the company's Anti-Harassment and Code of Conduct policies by engaging in the following behavior: [Briefly describe the nature of the conduct, e.g., unwelcome verbal comments, physical intimidation, or discriminatory actions].

The company maintains a zero-tolerance policy regarding harassment. Your actions have created a hostile work environment and constitute a fundamental breach of your employment contract. Consequently, this termination is for cause, and you are not eligible for severance pay or notice period compensation.

Your final paycheck, including all wages earned up to today's date and any accrued vacation time (as required by law), will be [issued via direct deposit / mailed to your address on file] by [Date].

Please return all company property, including keys, security badges, laptops, and files, to [Name/Department] by [Time/Date]. Your access to company systems has been revoked.

You are reminded that your obligations regarding the confidentiality of company information and any non-disclosure agreements you signed remain in effect following your departure.

Sincerely,

[Your Name]

[Your Title]

[Company Name]