

[Company Name]
[Company Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

RE: TERMINATION OF EMPLOYMENT

Dear [Employee Name],

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

This decision has been made following an investigation into the incident that occurred on [Date of Incident]. It has been determined that your conduct, specifically [describe specific violent behavior or threat], constitutes a direct violation of our Workplace Violence Policy and Code of Conduct.

Our company maintains a zero-tolerance policy regarding threats, intimidation, or physical violence in the workplace. Your actions have created an unsafe environment for our staff and are grounds for immediate dismissal without notice.

Please note the following regarding your departure:

- **Final Pay:** Your final paycheck, including payment for hours worked up to this date [and accrued vacation, if applicable], will be issued via [Method] on [Date].
- **Benefits:** Information regarding the status of your benefits and COBRA eligibility will be sent to you under separate cover.
- **Company Property:** You are required to return all company property, including [keys, badges, laptop, credit cards], by [Date/Time].
- **No-Trespass:** Effective immediately, you are prohibited from entering [Company Name] premises or contacting employees during work hours.

If you have questions regarding your final compensation or benefits, you may contact [HR Contact Name] at [Phone Number/Email].

Sincerely,

[Signature]

[Name of Manager/HR Representative]
[Title]