

Date: [Date]

To: [Employee Name]

Employee ID: [Employee ID Number]

Subject: Notice of Termination of Employment

Dear [Employee Name],

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

This decision follows an investigation into a violation of the company's Conflict of Interest policy. Specifically, it has been determined that you engaged in the following conduct: [Insert brief description of the conflict, e.g., undisclosed outside employment with a competitor / personal financial interest in a vendor / unauthorized use of company resources for personal gain].

This conduct constitutes a serious breach of your employment agreement and our corporate code of ethics. As a result, your employment is being terminated immediately.

Regarding your final compensation and benefits:

- Your final paycheck, including wages earned through your last day, will be issued on [Date].
- [Insert information regarding accrued vacation/PTO if applicable per state law].
- Information regarding your COBRA rights and benefit extensions will be sent via mail.

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

You are reminded of your continuing obligations regarding confidentiality and non-disclosure as outlined in your signed employment agreement.

Sincerely,

[Your Name]

[Your Title]

[Company Name]