

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

[Date]

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

RE: Notice of Termination of Employment

Dear [Employee Name],

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

This decision has been made due to [specific reason for termination, e.g., gross misconduct, violation of company policy, theft, or breach of contract]. Specifically, [provide brief details of the incident or behavior].

Your final paycheck, which includes payment for work performed up to this date [and accrued vacation time, if applicable], will be [issued today / mailed to your address on file / deposited into your account] by [Date].

Please note that your healthcare benefits will end on [Date]. You will receive separate information regarding your rights to continue coverage under COBRA, if applicable.

You are required to return all company property immediately, including [list items: laptop, keys, ID badge, credit cards, etc.]. Please ensure these items are returned by [Date/Time] to [Name/Department].

We remind you of your ongoing obligations under the [Confidentiality / Non-Compete / Non-Disclosure] agreement you signed on [Date].

Sincerely,

[Signature]

[Sender Name]
[Title]
[Company Name]