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

[Date]

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

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].

Your termination is for cause, specifically for gross misconduct involving workplace violence. On [Date of Incident], the following event(s) occurred: [Provide a brief, factual description of the violent act or threat].

This behavior is a direct violation of our Company Code of Conduct and our Zero Tolerance Policy regarding workplace violence. Such actions pose a serious threat to the safety and security of our employees and the workplace environment.

Because your employment is being terminated for gross misconduct, you are not eligible for [severance pay / notice period pay]. Your final paycheck, including earned wages through your final day of work, will be [issued today / mailed to your address on file / deposited on the next scheduled pay date].

Please be advised of the following regarding your departure:

- All company property, including keys, ID badges, laptops, and credit cards, must be returned immediately.
- Your access to all company networks and systems has been revoked.
- Information regarding your benefits and COBRA eligibility, if applicable, will be sent to you under separate cover.

You are hereby instructed not to enter company premises or contact our employees for any reason without prior written authorization from the Human Resources Department.

Sincerely,

[Signature]

[Name of Manager/HR Representative]
[Title]