DATE: [Date]

TO: [Employee Name]

FROM: [Manager/HR Name]

SUBJECT: Notice of Immediate Termination of Employment

Dear [Employee Name],

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

This decision has been made following a thorough investigation into allegations of sexual harassment. The investigation concluded that you engaged in behavior that violates our company's Code of Conduct and Anti-Harassment Policy. Specifically, it was determined that you [briefly describe incident or policy violated, e.g., engaged in unwelcome physical contact/inappropriate verbal comments].

Our company maintains a zero-tolerance policy regarding sexual harassment. Such conduct creates a hostile work environment and is a fundamental breach of your employment contract.

Please note the following regarding your departure:

- **Final Pay:** Your final paycheck, including payment for hours worked up to this date and any accrued benefits required by law, will be [mailed to your address/deposited into your account] by [Date].
- **Company Property:** You are required to return all company property, including keys, ID badges, laptops, and any proprietary documents, immediately.
- **Benefits:** Information regarding the status of your benefits and COBRA eligibility, if applicable, will be sent to you under separate cover.

You are reminded that your post-employment obligations, including the protection of confidential company information, remain in effect.

Sincerely,

[Signature]

[Printed Name]
[Job Title]