**Date:** [Date]

**To:** [Employee Name]

**Employee ID:** [ID Number]

**Subject: Notice of Termination for Gross Misconduct (Severe Insubordination)**

Dear [Employee Name],

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

This decision follows an investigation into your conduct on [Date of Incident]. It has been determined that your actions constitute gross misconduct in the form of severe insubordination. Specifically:

- [Describe the specific act of insubordination, e.g., direct refusal of a lawful and reasonable order].
- [Describe the impact on the business or safety].
- [Mention any previous warnings if applicable, though not required for gross misconduct].

Your actions represent a fundamental breach of your employment contract and company policy. Due to the severity of this misconduct, your dismissal is summary, meaning without notice or pay in lieu of notice.

Regarding your final compensation:

- Your final paycheck, including pay for hours worked up to this date, will be issued on [Date] via [Payment Method].
- [Mention status of accrued vacation/leave according to local law].

Please return all company property, including [keys, badges, laptops, documents], to [Department/Person] by [Time/Date]. Your access to all company systems has been revoked.

You are reminded of your ongoing obligations regarding [confidentiality/non-compete clauses] as outlined in your employment agreement.

If you wish to appeal this decision, you must submit a written request to [Name/Department] within [Number] business days of receiving this letter.

Sincerely,

[Your Name]
[Your Title]
[Company Name]