DATE: [Date]

TO: [Employee Name]

FROM: [Manager Name/HR Department]

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 the incident on [Date of Incident] where you were found to be under the influence of [alcohol/illegal substances] while on duty. This behavior is a direct violation of our company's Drug and Alcohol Policy, as well as the safety standards outlined in your employee handbook.

Our investigation, which included [mention evidence, e.g., witness reports, drug test results, or physical observation], confirmed that your conduct presented an unacceptable risk to the safety of yourself, your colleagues, and the company operations.

Please return all company property, including keys, ID badges, and electronic equipment, to [Location/Person] by [Time]. Your final paycheck, including payment for any accrued benefits as required by law, will be [mailed to your address/deposited into your account] on [Date].

Information regarding your benefits and COBRA coverage, if applicable, will be sent to you under separate cover.

Sincerely,

[Signature]

[Printed Name]
[Job Title]