Date: [Date]

To: [Employee Name]
Employee ID: [ID Number]

Subject: Notice of Termination for Gross Misconduct

Dear [Employee Name],

This letter is to formally notify you that your employment with [Company Name] is terminated, effective immediately, [Date].

This decision follows an investigation into an incident that occurred on [Date of Incident]. It has been determined that you intentionally caused damage to company property, specifically [Describe Property Damaged].

Your actions constitute gross misconduct and are a direct violation of company policy regarding [Reference Specific Policy/Code of Conduct]. Due to the serious nature of this offense, your employment is being terminated without notice or pay in lieu of notice.

Regarding the conclusion of your employment:

- Your final paycheck, including any accrued wages up to this date, will be [mailed to your address/deposited] on [Date].
- Please return all company property, including keys, ID badges, and electronic devices, by [Time/Date].
- Information regarding your benefits and COBRA coverage will be sent to you under separate cover.

Please be advised that you are no longer authorized to enter company premises or access company systems.

Sincerely,

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