Date: [Current Date]

To: [Employee Name]
Employee ID: [ID Number]
Position: [Job Title]

Subject: Notice of 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 formal investigation into a severe violation of company safety protocols. Specifically, on [Date of Incident], the following occurred: [Provide a brief, factual description of the safety violation].

Your actions constitute a direct breach of the safety regulations outlined in the [Employee Handbook/Safety Manual] and represent a significant risk to the well-being of yourself and others. Due to the gravity of this safety breach, we have determined that immediate termination is necessary.

Regarding your final compensation and benefits:

- Your final paycheck, including payment for hours worked up to this date [and accrued vacation time, if applicable], will be issued on [Date] via [Payment Method].
- Information regarding your benefits and COBRA eligibility will be sent to your mailing address via separate cover.

Please return all company property, including keys, ID badges, and equipment, to [Department/Person] by [Time/Date].

Sincerely,

[Signature]

[Name of Manager/HR Representative]
[Title]
[Company Name]