[Company Name]
[Company Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee ID]
[Home Address]

**RE: NOTICE OF IMMEDIATE TERMINATION**

Dear [Employee Name],

Please be advised that your employment with [Company Name] is terminated, effective immediately, [Date], due to gross insubordination.

This decision follows the incident(s) occurring on [Date of incident], specifically involving: [Brief description of the refusal to follow direct orders, abusive language, or defiant behavior].

Under our company policy, gross insubordination is classified as a serious breach of conduct that warrants immediate dismissal without prior warnings. Your actions have fundamentally undermined the employer-employee relationship and the operational integrity of the team.

Your final paycheck, including payment for all hours worked up to this date and any accrued benefits required by law, [will be issued today / will be mailed to your address on file by Date].

Regarding company property, you are required to return [List items: keys, laptop, ID badge, etc.] by [Time/Date].

Please be reminded of your ongoing obligations regarding [confidentiality/non-disclosure agreements] that you signed upon hire.

Sincerely,

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