Date: [Date]

To: [Employee Name]

Position: [Job Title]

From: [Manager/HR Name]

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 due to repeated acts of insubordination and your failure to comply with direct management instructions. Despite previous verbal and written warnings issued on [Date of First Warning] and [Date of Second Warning], your behavior has not improved.

The specific incidents leading to this final decision include:

- [Description of incident 1 and date]
- [Description of incident 2 and date]
- [Description of most recent incident and date]

Your failure to follow professional directives and the resulting disruption to operations constitute a serious violation of company policy and the terms of your employment.

Your final paycheck, including payment for hours worked up to this date and any accrued [Vacation/PTO] time, will be [mailed to your address / deposited into your account] by [Date].

Please return all company property, including [Keys, Laptop, ID Badge, etc.], to [Department/Person] by [Time/Date].

Any questions regarding your benefits, such as [COBRA/Health Insurance], will be sent to you in a separate package.

Regards,

[Signature]

[Printed Name]

[Title]