Date: [Date]

To: [Employee Name]

Position: [Job Title]

Subject: Notice of Termination of Employment

Dear [Employee Name],

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

This decision has been made due to your continued refusal to perform the duties and responsibilities assigned to your role. Specifically, on [Date(s)], you were instructed to [Describe specific task or duty]. You explicitly refused to complete these tasks, which constitutes a material breach of your employment contract and an act of insubordination.

Despite previous [discussions/warnings] regarding your performance and the necessity of these tasks, there has been no improvement or willingness to comply with management instructions. Consequently, we can no longer maintain your employment.

Your final paycheck, which includes payment for work completed up to [Final Work Date] and any accrued vacation time, will be [mailed to you / available for pickup / direct deposited] on [Date].

Please return all company property, including [keys, laptop, ID badge, etc.], by [Time/Date] to [Department/Person].

Regarding your benefits, you will receive a separate package via mail detailing your options for [COBRA/Insurance/401k] status.

Sincerely,

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