Date: [Date]

To: [Employee Name]

Employee ID: [Employee ID Number]

Subject: Notice of Termination of Employment

Dear [Employee Name],

Please be advised that your employment with [Company Name] is terminated effective immediately, [Date], due to direct defiance of management authority and gross insubordination.

This decision follows the incident(s) occurring on [Date of Incident], specifically regarding your refusal to comply with the following direct and lawful order(s) given by [Manager Name]:

[Insert brief description of the specific instruction defied].

Such conduct is a fundamental breach of your employment contract and violates company policy regarding professional conduct and hierarchy. Your direct refusal to follow management directives has made the continuation of your employment untenable.

Regarding your final compensation:

- Your final paycheck, including payment for hours worked up to this date, will be issued on [Date/via Method].
- [Optional: Information regarding accrued vacation pay].
- [Optional: Information regarding benefits/COBRA].

Please return all company property, including keys, security badges, and electronic devices, to [Name/Department] by [Time/Date].

You are reminded of your ongoing obligations regarding [Confidentiality/Non-Disclosure Agreements], which remain in effect following your departure.

Sincerely,

[Signature]

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