Date: [Date]

To: [Employee Name]

Employee ID: [ID Number]

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 immediately, [Date].

This decision has been made following a review of your recent conduct, specifically regarding acts of insubordination. On [Date of Incident], you [describe specific behavior, e.g., refused to follow a direct lawful order from your supervisor/displayed disrespectful behavior toward management].

This behavior is a direct violation of the [Company Name] Code of Conduct, specifically Section [Section Number/Name] regarding Professionalism and Obedience to Reasonable Management Requests. Our records show that you were previously [notified/warned] about similar conduct on [Date of Previous Warning, if applicable].

As a result of this breach of company policy, we have determined that your continued employment is no longer tenable.

Regarding the conclusion of your employment:

- Your final paycheck, including payment for hours worked up to this date and accrued vacation time (where applicable by law), will be [issued today / mailed to your address on file / deposited on Date].
- Your health insurance and other benefits will terminate on [Date]. You will receive separate documentation regarding COBRA or benefit conversion options.
- You are required to return all company property, including [keys, laptop, ID badge, company credit cards], by [Time/Date].

Please note that you remain bound by any non-disclosure or confidentiality agreements you signed during your commencement of employment.

Any questions regarding your final compensation or benefits should be directed to the Human Resources Department at [Phone Number] or [Email Address].

Regards,

[Signature]

[Name of Manager/HR Representative]

[Title]