[Date]

[Employee Name]
[Employee ID]
[Address]

Subject: Notice of Termination

Dear [Employee Name],

Please be advised that your employment with [Company Name] is terminated, effective [Date].

This decision has been made due to continued disrespectful behavior and acts of insubordination. Specifically, on [Date of Incident], you [describe specific incident]. This conduct is a direct violation of our company's Code of Conduct and professional standards.

Despite previous [warnings/discussions] regarding your workplace conduct, there has been no improvement. As a result, we can no longer maintain your employment relationship.

Your final paycheck, including payment for [unused vacation time/accrued benefits], will be [issued today / mailed to your address]. Please return all company property, including keys, badges, and electronic equipment, by [Time/Date].

All benefits associated with your employment will cease as of [Date]. You will receive a separate document regarding [COBRA/Health insurance] options via mail.

Sincerely,

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