[Company Name]
[Company Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee ID]
[Employee Address]

Subject: Notice of Termination of Employment

Dear [Employee Name],

Please be advised that your employment with [Company Name] is terminated, effective [Date], due to your failure to comply with lawful orders and direct instructions from management.

This decision follows the incident(s) occurring on [Date(s) of Incident], specifically regarding [briefly describe the specific order ignored]. This behavior constitutes a violation of company policy regarding insubordination and the failure to perform assigned duties.

Your final paycheck, which includes payment for all hours worked up to your termination date [and accrued vacation time, if applicable], will be [provided to you today / mailed to your address on file / deposited into your account] by [Date].

Regarding your company benefits, you will receive a separate package via mail detailing your options for [COBRA/Health Insurance] and any retirement account information.

Please return all company property, including [keys, ID badges, laptops, uniforms], to [Department/Person] by [Time/Date].

Sincerely,

[Signature]

[Name of Manager/HR Representative]
[Title]