Date: [Current Date]

To: [Employee Name]

Position: [Employee Job Title]

Subject: Notice of Termination of Employment

Dear [Employee Name],

This letter serves as formal notification that your employment with [Company Name] is terminated, effective immediately, [Date].

This decision has been made due to continued acts of insubordination. On [Date of Final Warning], you were issued a Final Written Warning regarding your conduct and refusal to follow management instructions. You were explicitly informed that any further instances of insubordination would result in the termination of your employment.

Specifically, on [Date of Most Recent Incident], you [describe the specific act of insubordination]. This behavior constitutes a direct violation of company policy and a failure to meet the requirements of your role following our previous formal disciplinary actions.

Your final paycheck, including payment for hours worked through today and any accrued unused vacation time, will be [provided today / mailed to your address on file by Date].

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

Any questions regarding your benefits or COBRA coverage will be sent to you in a separate package.

Sincerely,

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