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

[Date]

[Employee Name]
[Employee ID]
[Address]
[City, State, Zip Code]

**RE: 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 an investigation into the incident that occurred on [Date of Incident] at [Time]. It has been determined that your conduct, specifically involving a verbal altercation with [Name of Other Party] and your subsequent refusal to follow direct instructions from [Manager Name], constitutes gross misconduct and insubordination.

Such behavior is a direct violation of the company's Code of Conduct and our policy regarding workplace professionalism. [Company Name] maintains a zero-tolerance policy for aggressive verbal behavior and the failure to comply with managerial directives.

Your final paycheck, which includes payment for work performed up to this date and any accrued [Vacation/PTO] time, will be [mailed to your address/deposited into your account] on [Date].

Please return all company property, including [keys, ID badge, laptop, etc.], by [Date/Time] to [Location/Person].

Your healthcare benefits will continue until [Date]. You will receive a separate notice regarding your options for COBRA or benefits conversion in the mail.

Please direct any questions regarding your final compensation or benefits to the Human Resources Department at [Phone Number].

Sincerely,

[Your Name]
[Your Title]