Date: [Current Date]

To: [Employee Name]
Employee ID: [Employee ID Number]
Position: [Job Title]

Subject: Notice of Termination of Employment

Dear [Employee Name],

Please be advised that your employment with [Company Name] is terminated effective immediately, [Date], due to gross misconduct, specifically aggressive conduct and gross insubordination.

This decision has been made following an investigation into the incident(s) occurring on [Date of Incident]. It has been determined that your behavior, which included [briefly describe behavior, e.g., verbal threats, physical aggression, or direct refusal to follow lawful orders], violates our company's Code of Conduct and zero-tolerance policy regarding workplace violence and professional behavior.

Such actions constitute a fundamental breach of your employment contract and have created an environment that is inconsistent with our safety and operational standards. Due to the severity of these actions, this termination is for cause and is not eligible for notice or severance pay.

Regarding your final compensation and benefits:

- Your final paycheck, including pay for all hours worked up to the time of termination, will be issued on [Date] via [Payment Method].
- [Include information regarding accrued vacation/PTO if applicable by law].
- Information regarding your benefits and COBRA eligibility (if applicable) will be sent to you under separate cover.

Please return all company property, including keys, security badges, laptops, and any proprietary documents, to [Name/Department] by [Time/Date].

You are further reminded of your continuing obligations regarding [Non-Disclosure/Non-Compete Agreements] signed at the commencement of your employment.

Sincerely,

[Signature]
[Name of Manager/HR Representative]
[Title]