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

[Date]

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

RE: TERMINATION OF EMPLOYMENT

Dear [Employee Name],

Please be advised that your employment with [Company Name] is terminated, effective [Immediate/Date], due to a material breach of your employment contract, specifically regarding acts of insubordination.

The decision to terminate your employment follows the incident(s) occurring on [Date(s)], during which you [Description of Insubordinate Behavior, e.g., refused a lawful order, used abusive language, or willfully disregarded management instructions].

This behavior constitutes a direct violation of Section [Section Number] of your Employment Agreement and our company Code of Conduct. Prior warnings were issued to you on [Dates of Previous Warnings, if applicable], yet the behavior has persisted.

As a result of this termination:

- Your final paycheck, including all earned wages and accrued vacation time, will be [mailed to your address/deposited] by [Date].
- Your health insurance and benefits will expire on [Date]. Information regarding COBRA or benefit conversion will be sent separately.
- You are required to return all company property, including [keys, laptop, ID badge, etc.], by [Time/Date].

Please remember that your post-employment obligations regarding [Confidentiality/Non-Compete/Non-Solicitation] as outlined in your contract remain in full force.

Sincerely,

[Signature]

[Name of Manager/HR Representative]
[Title]