

Date: [Date]

To: [Employee Name]

Employee ID: [Employee ID Number]

Subject: 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 [Location/Department]. It has been determined that you engaged in physical assault against [Name of Victim or "another individual"] during work hours. This conduct is a direct violation of our company's Workplace Violence Policy and Code of Conduct.

Because physical violence is a zero-tolerance offense, your termination is for cause. As a result, you are not eligible for rehire.

Please note the following regarding your final arrangements:

- **Final Paycheck:** Your final wages, including any accrued vacation time (if applicable by law/policy), will be issued via [Direct Deposit/Check] on [Date].
- **Company Property:** You must immediately return all company property, including keys, security badges, and electronic devices.
- **Benefits:** Information regarding your benefits status and COBRA eligibility will be sent to your mailing address under separate cover.

You are instructed not to enter company premises or contact our employees regarding this matter. Any further communication should be directed to the Human Resources Department.

Regards,

[Name of Sender]

[Title]

[Company Name]