

Date: [Date]

To: [Employee Name]

Employee ID: [ID Number]

Subject: Notice of Termination of Employment

Dear [Employee Name],

Please be advised 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]. It has been determined that you engaged in verbal threats and intimidating behavior toward [Name of Victim or "a co-worker/manager"].

Specifically, you [briefly describe the conduct, e.g., used aggressive language and made physical threats]. This conduct is a direct violation of our Company Code of Conduct and our Zero-Tolerance Policy regarding workplace violence and harassment.

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

Please return all company property, including keys, security badges, and equipment, by [Time/Date]. Your access to company systems has been deactivated.

You are hereby notified that you are no longer permitted on company premises. Any further communication regarding your employment should be directed to the Human Resources Department.

Sincerely,

[Your Name]

[Your Title]

[Company Name]