

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

[Date]

[Employee Name]  
[Employee ID]  
[Home Address]

**Subject: Notice of Termination of Employment**

Dear [Employee Name],

This letter serves as formal notification that your employment with [Company Name] is terminated, effective immediately, [Date].

This decision has been made following an investigation into an incident occurring on [Date of Incident]. It has been confirmed that you were in possession of an unauthorized weapon on company premises, located at [Specific Location].

This conduct is a direct and serious violation of the company's [Name of Policy, e.g., Workplace Violence Prevention Policy] and our Code of Conduct, which strictly prohibits the possession of weapons of any kind on company property. Such violations pose a significant safety risk to our employees and visitors and warrant immediate dismissal.

Please return all company property, including keys, identification badges, and electronic devices, to [Name/Department] by [Time/Date]. Your final paycheck, including any accrued benefits required by law, will be [issued via mail / deposited] on [Date].

Information regarding your benefits and COBRA eligibility will be sent to you under separate cover. Please be advised that you are no longer permitted to enter company premises.

Sincerely,

[Signature]

[Name of Sender]  
[Title]  
[Company Name]