

[Date]

[Employee Name]

[Employee ID]

[Home Address]

**RE: 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]. It has been determined that your conduct, specifically [briefly describe the violent act or threat], violated our company's Zero Tolerance Policy regarding workplace violence.

Our policy explicitly prohibits any form of physical violence, threats, intimidation, or harassment. We maintain this policy to ensure a safe and secure environment for all employees. Due to the severity of this violation, summary dismissal is required.

Regarding your final compensation and benefits:

- Your final paycheck, including payment for hours worked up to this date and any accrued PTO (if applicable), will be [mailed to your address / deposited] on [Date].
- Your health insurance coverage will end on [Date]. You will receive information regarding COBRA/benefits conversion via mail.

You are required to return all company property, including [keys, ID badges, laptops, tools], by [Date/Time].

Please be advised that you are no longer permitted on company premises. Any attempt to enter the property will be considered trespassing.

Regards,

[Signature]

[Name of Manager/HR Representative]

[Title]

[Company Name]