

Date: [Date]

To: [Employee Name]

Employee ID: [Employee ID Number]

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].

Your termination is the result of gross misconduct involving violent behavior and the intentional destruction of company property that occurred on [Date of Incident] at [Location/Department]. Specifically, it was reported and confirmed that you [briefly describe the act of destruction].

The company maintains a zero-tolerance policy regarding violence and the damage of assets. Your actions have created an unsafe environment and caused significant financial loss to the organization. This behavior is a direct violation of the [Company Name] Code of Conduct and Safety Policies.

Regarding your final compensation and benefits:

- Your final paycheck, including payment for hours worked up to this date [and accrued vacation time, if applicable], will be issued on [Date] via [Direct Deposit/Mail].
- Information regarding your benefits and COBRA eligibility will be sent to you under separate cover.

Please return all company property, including keys, ID badges, and electronic devices, to [Name/Department] by [Time/Date].

You are hereby notified that you are no longer permitted on company premises. Any unauthorized appearance at our facilities will be considered trespassing.

Sincerely,

[Your Name]

[Your Title]

[Company Name]