

[Company Name]

[Company Address]

[City, State, Zip Code]

[Date]

[Employee Name]

[Employee Address]

RE: 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 physical altercation that occurred on [Date of Incident] involving you and another employee. Based on eyewitness accounts and available evidence, it has been determined that your conduct violated the company's Workplace Violence Policy and Code of Conduct.

Our company maintains a zero-tolerance policy regarding physical violence, threats, or intimidation in the workplace. Such behavior creates an unsafe environment and constitutes gross misconduct, which is grounds for immediate dismissal.

Your final paycheck, including payment for hours worked up to this date and any accrued [Vacation/Paid Time Off], will be [issued today / mailed to your address on file].

Please return all company property, including keys, security badges, and equipment, by [Time/Date]. You are also reminded of your ongoing obligations regarding [Confidentiality/Non-Disclosure Agreements].

You are prohibited from entering company premises or contacting staff members during business hours without prior written authorization from Human Resources.

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Title]