

Date: [Date]

To: [Employee Name]

Position: [Employee Job Title]

Subject: Notice of 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 due to your recent aggressive and hostile behavior in the workplace. Specifically, on [Date of Incident], it was reported and confirmed that you engaged in [brief description of behavior, e.g., verbal threats, physical intimidation, or abusive language] toward [Name of individual or "colleagues"].

Such conduct is a direct violation of our Code of Conduct and our zero-tolerance policy regarding workplace violence and harassment. Your actions have created an unsafe and hostile environment for our staff, which we cannot overlook.

Regarding your final compensation and benefits:

- Your final paycheck, including payment for hours worked up to this date and accrued vacation time, will be [issued today / mailed to your address on file].
- Your health insurance coverage will continue until [Date]. You will receive separate information regarding COBRA/benefits enrollment.

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

You are hereby instructed not to enter company premises or contact our employees following this notice. Any further communication regarding your employment should be directed to the Human Resources department in writing.

Regards,

[Your Name]

[Your Title]

[Company Name]