

**DATE:** [Insert Date]

**TO:** [Employee Name]

**EMPLOYEE ID:** [Insert ID Number]

**RE: NOTICE OF IMMEDIATE TERMINATION FOR WORKPLACE VIOLENCE**

Dear [Employee Name],

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

Your dismissal is a direct result of an incident involving workplace violence that occurred on [Date] at [Time]. Specifically, it has been determined that you engaged in the following conduct: [Insert Brief Description of Incident, e.g., physical assault, verbal threats, or possession of a weapon].

This behavior is a severe violation of our Employee Code of Conduct and our zero-tolerance policy regarding workplace violence. Such actions pose a direct threat to the safety and security of our staff and operations, warranting immediate dismissal without notice or pay in lieu of notice.

Regarding the conclusion of your employment:

- Your final paycheck, including all wages earned up to this moment, will be issued via [Method] on [Date].
- Your access to all company systems, buildings, and accounts has been revoked.
- Any company property currently in your possession must be returned to [Location/Person] by [Date] via courier. Do not return to the premises in person.

Please be advised that you are officially barred from entering any [Company Name] premises. Any attempt to enter company property will be viewed as trespassing and may result in police intervention.

Sincerely,

[Name of Manager/HR Representative]

[Title]

[Company Name]