

Date: [Insert 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, [Insert Date].

This decision has been made following an investigation into reports of threatening communications sent by you on [Insert Date(s)] via [Insert Method, e.g., Email, Slack, Text]. Specifically, you sent messages containing [briefly describe nature of threats, e.g., verbal violence, intimidation, or harassment] directed at [Insert Recipient Name or Group].

Such behavior is a direct violation of our company's Code of Conduct and our zero-tolerance policy regarding workplace violence and harassment. Your actions have created an unsafe environment and constitute gross misconduct.

Regarding the conclusion of your employment:

- Your final paycheck, including payment for hours worked up to this date and any accrued vacation time, will be issued via [Insert Method] on [Insert Date].
- Your access to all company systems, servers, and building premises is revoked effective immediately.
- Please return all company property, including [Insert Items, e.g., laptop, keys, ID badge], by [Insert Date] to [Insert Location/Person].

You are hereby instructed to have no further contact with [Company Name] employees, contractors, or clients. Any further threatening behavior will be reported to the appropriate law enforcement authorities.

Sincerely,

[Your Name]

[Your Title]

[Company Name]