

**Date:** [Insert Date]

**To:** [Employee Name]

**Employee ID:** [Insert ID Number]

**Subject: NOTICE OF TERMINATION FOR CAUSE**

Dear [Employee Name],

This letter is to formally notify you that your employment with [Company Name] is terminated, effective immediately, [Date].

This decision follows a formal investigation into reports of severe bullying and acts of violence occurring on [Date of Incident]. Specifically, it has been determined that your conduct involved: [Briefly list behavior, e.g., physical assault, verbal threats, or intimidation].

These actions are a direct violation of our Code of Conduct and Zero-Tolerance Policy regarding workplace violence and harassment. Such behavior creates an unsafe environment and will not be tolerated under any circumstances.

Your final paycheck, including payment for hours worked through today and any accrued vacation time, will be [mailed to your address on file / deposited into your account] by [Date].

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 further contact regarding your employment must be directed to the Human Resources Department in writing.

Regards,

[Your Name]

[Your Title]

[Company Name]