

[Company Name]
[Company Address]
[Date]

[Employee Name]
[Employee ID]
[Employee Address]

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 following an investigation into the incident that occurred on [Date of Incident]. It has been determined that your conduct violated the company's Anti-Violence and Workplace Safety Policy. Specifically, the following actions were identified:

- [Description of specific violation/incident]

[Company Name] maintains a zero-tolerance policy regarding threats, intimidation, or acts of violence in the workplace. Your actions have been deemed a serious breach of our safety protocols and code of conduct.

Regarding your final compensation:

- Your final paycheck, including payment for hours worked up to this date and any accrued [Vacation/PTO] time, will be [mailed to your address/deposited] on [Date].
- Information regarding your benefits and [COBRA/Health Insurance] will be sent to you under separate cover.

Please return all company property, including keys, ID badges, laptops, and any other equipment, to [Department/Name] by [Date/Time].

Please be advised that you are no longer permitted on company premises. Any further communication regarding your employment should be directed to the Human Resources department in writing.

Sincerely,

[Your Name]
[Your Title]
[Company Name]