

**Date:** [Date]

**To:** [Employee Name]

**Employee ID:** [ID Number]

**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 [Date].

This decision has been made following a violation of the company's Substance Abuse Policy. Specifically, this action is based on the following:

- [Insert details: e.g., Positive drug/alcohol test result on Date]
- [Insert details: e.g., Possession of prohibited substances on company property]
- [Insert details: e.g., Refusal to submit to a required test]

Our policy explicitly states that such violations are grounds for immediate termination. Your final paycheck, including payment for all hours worked up to your final date and any accrued vacation time, will be [issued via mail / direct deposit] on [Date].

Regarding your benefits, you will receive a separate package via mail detailing your options for COBRA health insurance coverage and any retirement fund distributions.

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

If you have questions regarding your final compensation or benefits, please contact the Human Resources department at [Phone Number].

Regards,

[Name]

[Title]

[Company Name]