

[Company Name]
[Address]
[City, State, Zip Code]

[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 an incident occurring on [Date of Incident] involving a violation of the company's Alcohol and Drug-Free Workplace Policy. Specifically, it was determined that you [describe violation, e.g., were under the influence of alcohol during work hours / possessed alcohol on company premises].

As outlined in the Employee Handbook, such violations are classified as gross misconduct and are grounds for immediate termination.

Regarding your final compensation and benefits:

- Your final paycheck, including payment for hours worked up to this date [and accrued PTO, if applicable], will be [issued via direct deposit / mailed to your address] on [Date].
- Your health insurance coverage will terminate on [Date]. You will receive a separate notice regarding COBRA eligibility.
- Please return all company property, including [keys, badges, laptop, etc.], by [Date/Time].

Please be advised that you are restricted from entering company premises or accessing company systems effective immediately.

Sincerely,

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