

**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 immediately, [Date].

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

- [Insert Detail: e.g., Positive drug/alcohol test result on Date]
- [Insert Detail: e.g., Possession of illegal substances on company premises]
- [Insert Detail: e.g., Refusal to submit to a mandatory substance test]

As outlined in our Employee Handbook, our organization maintains a zero-tolerance policy regarding substance abuse to ensure a safe and productive work environment. Violation of this policy results in immediate dismissal.

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 on [Date] via [Payment Method].
- Details regarding your health insurance benefits and COBRA eligibility will be mailed to your home address separately.

Please return all company property, including keys, ID badges, and laptop, to [Department/Person] by [Time/Date].

Please acknowledge receipt of this letter by signing below.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

---

**Employee Acknowledgment:**

I acknowledge receipt of this termination letter.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_