

Date: [Date]

To: [Employee Name]

Employee ID: [ID Number]

Position: [Job Title]

Subject: Notice of Termination of Employment

Dear [Employee Name],

This letter serves as formal notification 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] at [Location/Time]. It was determined that you were under the influence of [alcohol/controlled substances] while on duty. This behavior constitutes a violation of our company's Drug and Alcohol Policy and our Code of Conduct.

Your actions on that date resulted in [mention specific consequences, e.g., a safety breach, inability to perform duties, or endangerment of colleagues], which the company treats as gross misconduct.

Regarding your final compensation:

- Your final paycheck, including payment for hours worked up to this date, will be [issued via mail / direct deposit] on [Date].
- [Include information regarding accrued vacation or benefits, if applicable].

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

You are reminded of your ongoing obligations regarding [confidentiality/non-compete agreements] signed at the commencement of your employment.

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Title]

[Company Name]