

[Current Date]

[Employee Name]

[Employee ID]

[Home 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 [Effective Date].

This decision has been made following a confirmed breach of the company's Drug and Alcohol Policy. Specifically, this action is based on the following incident(s):

- [Date of incident/test]
- [Description of violation: e.g., positive test result, possession on site, or impairment while on duty]

As outlined in our employee handbook, violations of this policy are considered gross misconduct and are grounds for immediate termination. We have carefully reviewed the results and any explanations you provided during our meeting on [Date of Meeting], but we have determined that termination is the necessary course of action.

Your final paycheck, which includes payment for hours worked up to your final date and any accrued [Vacation/PTO] time, will be [mailed to your address / deposited into your account] on [Date].

Please return all company property, including [keys, ID badges, laptop, credit cards], by [Date] to [Location/Person]. Your access to company systems will be deactivated as of [Time].

Information regarding your benefits and [COBRA/Health Insurance] status will be sent to you via separate mail.

If you have any questions regarding your final pay or benefits, please contact [HR Contact Name] at [Phone Number/Email].

Regards,

[Signature]

[Name of Manager/HR Representative]

[Title]