

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

[Date]

[Employee Name]  
[Employee ID]  
[Employee Address]

**Subject: Notice of Termination of Employment**

Dear [Employee Name],

Please be advised that your employment with [Company Name] is terminated, effective [Effective Date].

This decision has been made following a formal review regarding your unauthorized use of a corporate vehicle. Specifically, it was determined that on [Date of Incident], you utilized the company vehicle for [Personal Use / Prohibited Location / Outside of Work Hours] without prior authorization. This action constitutes a direct violation of the company's [Name of Policy, e.g., Vehicle Use Policy] and the terms of your employment agreement.

Due to the serious nature of this safety and policy breach, we have decided to proceed with immediate termination.

As part of your departure, please note the following:

- **Final Pay:** Your final paycheck, including any accrued vacation time, will be issued on [Date] via [Payment Method].
- **Company Property:** Please return all company property, including vehicle keys, fuel cards, building badges, and electronic devices, to [Department/Name] by [Time] on [Date].
- **Benefits:** Information regarding the status of your benefits and COBRA eligibility will be sent to you under separate cover.

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

Sincerely,

[Signature]  
[Name of Manager/HR Representative]  
[Title]