

[Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

RE: NOTICE OF TERMINATION FOR GROSS MISCONDUCT

Dear [Employee Name],

Please be advised that your employment with [Company Name] is terminated effective immediately, [Date], for gross misconduct involving the unauthorized use or misappropriation of company resources.

This decision has been reached following an investigation into the following incident(s):

[Insert specific description of the misuse of company resources, including dates and details of the policy violated].

Your actions constitute a material breach of your employment contract and a violation of the company's Code of Conduct. Due to the severity of this misconduct, your termination is for cause, and you are not eligible for notice or pay in lieu of notice.

Final payment for work performed up to today's date, including any accrued vacation pay (if applicable by law), will be [issued via direct deposit / mailed to your address] on [Date]. Your access to all company systems, emails, and physical premises is revoked effective immediately.

Please return all company property, including but not limited to [laptop, keys, ID badge, credit cards], by [Time] on [Date].

You are reminded of your continuing obligations regarding [confidentiality/non-disclosure agreements] that you signed during your employment.

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Title]