

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert 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, [Insert Date].

This decision has been made following an investigation into the incident that occurred on [Date of Incident]. It has been determined that you intentionally caused damage to company property, specifically: [Description of damaged property].

Wilful damage to company assets is a violation of our Code of Conduct and is classified as gross misconduct. As a result, your employment is being terminated for cause.

Regarding your final compensation:

- Your final paycheck, including wages earned up to today, will be issued on [Date].
- Information regarding your benefits and [mention other items like 401k or insurance] will be sent to your home address via mail.

Please return all company property, including keys, security badges, laptops, and any other equipment, to [Department/Name] by [Time/Date].

You are reminded of your continuing obligations regarding the confidentiality of company information as outlined in your employment agreement.

Sincerely,

[Your Name]

[Your Title]

[Company Name]