

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notice of Dismissal - Violation of Equipment Policy

Dear [Employee Name],

This letter serves as formal notification that your employment with [Company Name] is terminated, effective [Effective Date].

This decision has been made following an investigation into your conduct regarding the company's Equipment Policy. Specifically, it was determined that you committed the following violation(s):

- [Description of specific violation, e.g., unauthorized removal of equipment, negligent damage, or personal use of restricted tools]
- [Date of occurrence]

Our records indicate that you were previously informed of the Equipment Policy on [Date] and received [mention any prior warnings, if applicable]. This violation constitutes a serious breach of our company standards and your employment agreement.

Regarding your final steps:

- **Final Pay:** Your final paycheck, including any accrued vacation time, will be [mailed to your address / deposited] on [Date].
- **Return of Property:** You are required to return all remaining company property, including keys, badges, and electronic devices, by [Time/Date].
- **Benefits:** Information regarding your benefits status and COBRA eligibility will be sent to you under separate cover.

Please acknowledge receipt of this letter by signing below.

Regards,

[Signature]

[Name of Manager/HR Representative]

[Title]

Employee Acknowledgment:

I acknowledge receipt of this notice of dismissal.

Signature: _____ Date: _____