

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

[Date]

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

Re: Notice of Termination of Employment

Dear [Employee Name],

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

The specific reason(s) for your termination include: [Insert specific details regarding the policy violation, misconduct, or performance failure].

Due to the nature of this termination for cause, you are not eligible for any severance pay, separation benefits, or continued compensation beyond your final wages earned through your last day of work. Any accrued but unused vacation time will be paid out in accordance with state law and company policy.

Your benefits coverage will end on [Date]. You will receive a separate notice regarding your rights to continue health insurance coverage under COBRA, if applicable.

Please return all company property, including keys, identification badges, laptops, and any proprietary documents, by [Time/Date] to [Name/Department].

You are reminded of your ongoing obligations regarding [Non-Disclosure/Non-Compete/Solicitation Agreements] that you signed on [Date].

Sincerely,

[Your Name]
[Your Title]
[Company Name]