

DATE: [Current Date]

TO: [Employee Name]

EMPLOYEE ID: [ID Number]

RE: 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, [Date].

This decision has been made following an investigation into your conduct. It has been determined that you have engaged in acts of gross misconduct, specifically: [List specific incident(s) or policy violation(s)].

Because your employment is being terminated for reasons of gross misconduct, you are not eligible for severance pay or any related separation benefits. Your final paycheck will include wages earned through your final day of work, as well as any accrued vacation time required by law.

Please return all company property, including keys, ID badges, and electronic equipment, to [Department/Person] by [Time/Date].

All benefits associated with your employment will cease as of [Date]. You will receive a separate notice regarding your rights to continue health insurance coverage under COBRA, if applicable.

Regards,

[Name/Signature]

[Job Title]

[Company Name]