

Date: [Date]

To: [Employee Name]

Employee ID: [ID Number]

Subject: Notice of Termination for Cause and Denial of Severance

Dear [Employee Name],

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

This decision has been made following an investigation into your conduct, which confirmed a violation of the following company policy: [Insert Policy Name/Code]. Specifically, it was determined that you engaged in [Brief Description of Violation].

Under the terms of the [Company Name] Employee Handbook and your employment agreement, termination for cause resulting from a serious policy violation disqualifies an employee from receiving severance pay or related separation benefits. Consequently, you are not eligible for, and will not receive, any severance package.

Your final paycheck, including payment for hours worked through your final day and any accrued vacation time as required by law, will be [issued via direct deposit / mailed to your address on file] on [Date].

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

Your health benefits will continue through [Date], after which you will receive information regarding COBRA enrollment via mail.

Sincerely,

[Your Name]

[Your Title]

[Company Name]