

[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],

Please be advised that your employment with [Company Name] is terminated, effective immediately, [Date].

This decision has been made due to acts of gross misconduct, specifically insubordination. On [Date of Incident], you [Description of Insubordinate Behavior/Refusal to Follow Instructions]. This behavior is a direct violation of company policy and the terms of your employment.

Because your termination is for cause involving gross misconduct/insubordination, you are not eligible for severance pay or any related separation benefits. Your final paycheck, including all wages earned through your final day of work, [will be issued via / is enclosed].

Your healthcare benefits will conclude on [Date]. You will receive a separate notice regarding your rights to continue coverage under COBRA, if applicable. Please ensure that all company property, including [Keys, Laptop, ID Badge], is returned by [Date/Time].

Sincerely,

[Sender Name]
[Sender Title]