

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

[Date]

[Employee Name]
[Employee Address]

RE: NOTICE OF TERMINATION FOR CAUSE

Dear [Employee Name],

This letter is to formally notify you that your employment with [Company Name] is terminated for cause, effective immediately, [Date].

This decision has been made following a thorough investigation into allegations of workplace harassment. The investigation concluded that your conduct violated the company's Anti-Harassment and Code of Conduct policies. Specifically, it was determined that you engaged in [briefly describe nature of behavior, e.g., verbal abuse, unwelcome advances, or creating a hostile work environment].

Because your employment is being terminated for cause due to a serious breach of company policy and professional conduct, you are not eligible for severance pay, notice pay, or any other separation benefits.

Your final paycheck, including all wages earned through your final day of work and any accrued but unused vacation time (as required by law), will be issued to you by [Date] via [Method of Payment].

Please return all company property, including keys, ID badges, and electronic devices, to [Department/Name] by [Date/Time]. Your access to company systems and email has been deactivated.

You will receive a separate notice regarding your options for the continuation of health insurance benefits (COBRA), if applicable.

Sincerely,

[Signature]

[Name of Sender]
[Title]
[Company Name]