

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

[Date]

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

RE: NOTICE OF TERMINATION FOR CAUSE

Dear [Employee Name],

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

This decision follows an investigation into a conflict of interest involving [briefly describe incident, e.g., unauthorized outside employment / undisclosed financial interest]. Your actions constitute a material breach of the company's Code of Conduct and the Conflict of Interest policy signed on [Date].

Under the terms of your employment agreement and the [Company Name] Severance Plan, eligibility for severance benefits is contingent upon a termination without cause. Because your employment was terminated for cause due to a violation of company policy, you are not eligible for, and will not receive, any severance pay or related separation benefits.

Your final paycheck, including earned wages through your last day of work and any accrued vacation time (where required by law), will be [issued via direct deposit / mailed to your address] on [Date].

Information regarding your COBRA rights and the status of your benefits will be sent under separate cover. Please return all company property, including keys, badges, and electronic devices, by [Date].

Sincerely,

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