

[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],

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

This decision follows an investigation into [mention specific incident or violation, e.g., your violation of the company's Drug-Free Workplace Policy / testing positive for prohibited substances on Date]. Such conduct constitutes a material breach of your employment agreement and violates company policy regarding safety and professional conduct.

Due to the nature of this termination for cause, you are not eligible for severance pay, separation benefits, or any other post-termination compensation as outlined in the [Company Handbook/Employment Contract].

Your final paycheck for hours worked through [Final Date], including any accrued and unused vacation time (as required by law), will be issued on [Pay Date] via [Direct Deposit/Check].

Please return all company property, including keys, identification badges, and electronic devices, to [Department/Name] by [Return Date]. Information regarding your COBRA rights and any retirement account status will be sent to you under separate cover.

Sincerely,

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