

Date: [Date]

To: [Employee Name]

Employee ID: [ID Number]

Subject: Notice of Termination of Employment

Dear [Employee Name],

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

This decision follows an investigation into a violation of the company's Controlled Substance Policy. Specifically, it has been determined that on [Date of Incident], you were in breach of this policy due to:

[Insert specific details, e.g., positive drug test result, possession of prohibited substances on premises, or impairment during work hours].

Our employee handbook and the signed policy agreement state that such violations are considered gross misconduct and are grounds for immediate dismissal. As a result, your employment is being terminated for cause.

Regarding your final compensation and benefits:

- Your final paycheck, including pay for hours worked up to [Final Date], will be [issued via direct deposit / mailed to your address on file] on [Pay Date].
- [Details regarding accrued vacation or PTO, if applicable per state law/company policy].
- Information regarding your COBRA rights and benefit status will be sent to you under separate cover.

Please return all company property, including [keys, ID badges, laptops, or credit cards], to [Department/Person] by [Time/Date].

Please be advised that your obligations regarding [Non-Disclosure/Confidentiality Agreements] remain in effect following your departure.

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Company Name]