Date: [Date]

To: [Employee Name]

Employee ID: [Employee ID Number]

Subject: Notice of Termination of Employment

Dear [Employee Name],

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

This decision has been made due to your violation of company policy, specifically: [Name of Policy Violated, e.g., Code of Conduct, Attendance Policy, Safety Regulations].

Specifically, on [Date of Incident], it was determined that [Brief Description of the Violation]. This behavior is a direct breach of the employee handbook and the standards expected of our staff.

Regarding your final compensation and benefits:

- Your final paycheck, including payment for hours worked up to your final day [and accrued PTO, if applicable], will be issued on [Date] via [Payment Method].
- Your health insurance benefits will end on [Date]. Information regarding COBRA/continuation of benefits will be sent to you separately.

Please return all company property, including your [ID Badge, Laptop, Keys, etc.], to [Department/Person] by [Time/Date].

If you have questions regarding your final pay or benefits, please contact the Human Resources department at [Phone Number/Email].

Sincerely,

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