

[Current Date]

[Employee Name]

[Employee ID]

[Department]

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 immediately, [Date].

This decision has been made due to your violation of company policy regarding [Name of Policy, e.g., Code of Conduct / Harassment / Safety]. Specifically, the termination follows the incident(s) occurring on [Date of Incident], involving [Brief Description of Violation].

Our records indicate that you were previously informed of these policies on [Date of Training/Onboarding] and received [Warnings/Disciplinary Actions] on [Dates of Previous Warnings, if applicable]. Your actions constitute a serious breach of your employment contract and company standards.

Please return all company property, including your [ID Badge, Laptop, Keys, etc.], to [Department/Person] by [Time/Date]. Your final paycheck, including any accrued vacation pay, will be [mailed to your address / deposited into your account] by [Date].

Information regarding your benefits and COBRA eligibility will be sent to you via separate mail.

Sincerely,

[Signature]

[Your Name]

[Your Title]

[Company Name]