Date: [Date]

To: [Employee Name]

Position: [Job Title]

RE: NOTICE OF TERMINATION FOR CAUSE

Dear [Employee Name],

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

This decision has been made following [mention investigation or meeting date] regarding the following grounds for termination:

- [Detail specific incident/violation 1]
- [Detail specific incident/violation 2]

These actions constitute a material breach of your employment agreement and a violation of company policy regarding [Policy Name/Section].

Your final paycheck, which includes payment for work performed up to this date [and accrued vacation time, if applicable], will be issued via [payment method] on [date]. Your access to all company systems, email, and premises is revoked effective immediately.

Please return all company property, including [keys, laptop, ID badge, credit cards], to [Name/Department] by [Time/Date].

You will receive a separate package via mail detailing the status of your benefits and any options for continuation.

Sincerely,

[Signature]

[Name of Manager/HR Representative]
[Title]
[Company Name]