

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Subject: Notice of Early Termination of Employment

Dear [Employee Name],

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

This decision has been made due to your violation of the following company policy: [Insert Policy Name/Reference]. Specifically, the termination is based on the following incident(s):

[Briefly describe the violation and date it occurred].

As this is a termination for cause regarding a policy violation, your final paycheck will include all hours worked up to this date and any accrued benefits required by law. You will receive information regarding your benefits and COBRA coverage via mail.

Please return all company property, including keys, ID badges, and electronic devices, to [Name/Department] by [Time/Date].

Regards,

[Your Name]

[Your Title]

[Company Name]