

Date: [Current Date]

To: [Recipient Name]

ID Number: [Employee/Contractor ID]

Subject: NOTICE OF IMMEDIATE TERMINATION OF ASSIGNMENT

Dear [Recipient Name],

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

This decision has been made following a confirmed violation of company policy, specifically: [Insert Policy Name/Code, e.g., Code of Conduct, Data Security, or Harassment Policy].

Detailed Reason for Termination:

[Insert brief description of the violation incident].

Due to the nature of this violation, your access to all company systems, building premises, and digital assets has been revoked. Please return all company property, including [Keys, Laptop, ID Badge, Credit Cards], to [Department/Name] by [Time/Date].

Information regarding your final compensation and any applicable benefits will be sent to you via [Mail/Email] under separate cover.

Please be reminded of your ongoing obligations regarding [Confidentiality/Non-Disclosure Agreements] signed at the start of your assignment.

Sincerely,

[Your Name]

[Your Title]

[Company Name]