

[Company Name]

[Company Address]

[City, State, Zip Code]

[Date]

[Employee Name]

[Employee Address]

**Subject: Notice of Immediate Termination of Employment**

Dear [Employee Name],

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

This decision has been made due to [Reason for termination, e.g., violation of company policy / gross misconduct / performance issues].

Your final paycheck, which includes payment for work performed up to this date and any accrued [unused vacation time/other benefits], will be [provided to you today / mailed to your address on file / deposited into your account] by [Date].

Please return all company property, including keys, security badges, laptops, and any other equipment or documents, to [Name/Department] by [Time/Date].

Your healthcare benefits will continue until [Date]. You will receive a separate notice regarding your rights to continue coverage under COBRA, if applicable.

Please note that you remain bound by any signed non-disclosure or non-compete agreements. If you have questions regarding your compensation or benefits, please contact [HR Contact Name] at [Phone Number/Email].

Regards,

[Signature]

[Name of Manager/HR Representative]

[Title]