

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee Address: \_\_\_\_\_

**Subject: Termination of Employment for Gross Misconduct**

Dear \_\_\_\_\_,

This letter serves as formal notification that your employment with **[Company Name]** is terminated effective immediately, due to gross misconduct.

The serious nature of your misconduct, namely: *[briefly describe the misconduct, e.g., violation of company policies, theft, harassment, etc.]* has been reviewed in accordance with our disciplinary procedures.

As a result, your final pay (including any accrued entitlements) will be processed and provided to you as per company policy and applicable law. All company property in your possession must be returned immediately.

You have the right to respond to this decision by contacting the Human Resources department. If you have any questions in regard to your final payment or benefits, please contact us at *[contact information]*.

This decision is final.

Sincerely,

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[Your Name]

[Your Position]

[Company Name]

Copy: [HR File/Personnel Record]