

Your Company Name
Company Address
City, State ZIP

[Date]

[Employee Name]
[Job Title]
[Employee Address]
[City, State ZIP]

Subject: Termination of Employment for Gross Misconduct

Dear [Employee Name],

This letter is to inform you that your employment with [Company Name] is terminated effective immediately, due to gross misconduct.

Following an investigation on [date or dates of incidents], it has been determined that you engaged in actions which constitute gross misconduct, specifically: [briefly describe the misconduct, e.g., violation of company policy, theft, insubordination]. As a result, we have no choice but to terminate your employment with immediate effect.

You are required to return all company property in your possession, including keys, documents, and electronic devices, by [date or "immediately"]. Your final paycheck, including any outstanding wages up to your termination date, will be processed in accordance with company policy.

If you have any questions regarding your final pay or benefits, please contact [HR contact details].

Sincerely,

[Your Name]
[Your Title]
[Company Name]