

Termination of Employment

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] is hereby terminated effective immediately due to a breach of safety standards outlined in our employee handbook.

On [date of incident], it was observed that you failed to adhere to the mandatory safety protocols, specifically [briefly describe the specific breach]. This incident not only jeopardized your safety but also the safety of your co-workers.

Despite prior warnings and the training provided on safety procedures, your actions indicate a disregard for the safety measures crucial to our work environment. As a result, we have no choice but to terminate your employment.

Please return any company property to your supervisor. You will receive your final paycheck including all accrued benefits as per our company policy.

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

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]