

End of Employment Notice

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] is terminated effective immediately due to a breach of safety procedures as outlined in our company policy.

As discussed in our previous meetings, your actions on [specific date] resulted in a significant safety violation, which compromises the well-being of our employees and the integrity of our workplace.

We take safety very seriously and violations of this nature cannot be tolerated. Enclosed you will find information regarding your final paycheck and any benefits you may be entitled to.

We recommend that you review your rights and responsibilities as per our company policy.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]