

# Termination of Employment

Date: [Insert Date]

[Employee Name]

[Employee Address]

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] will be terminated effective immediately due to your repeated failure to adhere to the established safety protocols.

Despite previous warnings and discussions about the importance of following safety guidelines, we have observed multiple instances where these protocols were not followed. This behavior jeopardizes not only your safety but also the safety of your colleagues.

Your final paycheck, including any accrued vacation time and overtime, will be provided to you on [Insert Date]. Please return any company property in your possession.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]