

# Termination of Employment

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] is terminated effective immediately due to a serious infringement of our safety policy.

On [incident date], it was reported that you [describe the safety policy infringement]. This action not only violates our established safety protocols but also jeopardizes the well-being of your colleagues and the overall safety of our workplace.

As a company, we prioritize a safe working environment for all our employees, and we take any violations of our safety policies very seriously. After careful consideration and review of the incident, we have determined that termination of your employment is necessary.

You will receive your final paycheck, including any accrued vacation pay, and information regarding your benefits in a separate correspondence.

We appreciate the contributions you have made during your time with us and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]