

Termination 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 hereby terminated effective immediately due to serious safety compliance issues.

Despite previous discussions and warnings regarding your adherence to safety policies and procedures, there has been no improvement. Maintaining a safe work environment is our top priority and we must take this action to protect our employees and our business.

You will receive your final paycheck, including any accrued vacation pay, in accordance with company policy. Please return any company property to your supervisor by [insert deadline].

If you have any questions regarding your termination, please feel free to contact [HR contact information].

Thank you for your time with us.

Sincerely,

[Your Name]

[Your Title]

[Company Name]