

Notice of Immediate Termination

Date:

To:

Employee Name:

Position:

Department:

From:

Employer/Company Name:

Supervisor/Manager:

This letter serves as formal notice of your immediate termination from employment with
[Company Name] effective as of [] .

Reason(s) for Immediate Termination:

[State reasons for immediate termination, e.g., serious misconduct, violation of policies,]

Final Details:

- All rights, responsibilities, and access to company property are revoked effective immediately.
- Please return all company property (e.g., keys, equipment, documents) by
[] .
- Refer to the attached document for information regarding final compensation and benefits.
- If you have questions, contact [HR contact or supervisor] at
[contact info] .

Employer Signature:

Date:

This **notice of termination form sample** is intended for immediate termination cases. Consult legal counsel to ensure compliance with relevant laws and internal company policies.