**TERMINATION LETTER**

Dear Mr. Jones,

This letter is to inform you that your employment as an Account Executive in the Sales Department of The Manufacturing Plant will end as of September 20, 20XX.  This decision is final.

You are being terminated because on September 20, 20XX, you brought a loaded handgun with you to work.  The Manufacturing Plant has a zero-tolerance policy for weapons in the workplace. You agreed to abide by this policy when you signed your **employment contract** on January 30, 20XX.  A copy of that signed contract is attached to this letter.

You will receive your last paycheck and payment for your remaining leave time today.  Your health care benefits will remain active for the next 30 days. We ask that you return your company ID card before the end of the day.

If you have any questions about your compensation, benefits, or this company’s policies, please contact Lisa Smith in HR at (212) 555-5555.

Best Regards,

Your supervisor