

Gross Misconduct Dismissal Letter – Workplace Violence

Subject: Immediate Termination of Employment

Dear [Employee Name],

This letter serves to inform you that due to your involvement in violent behavior on [Date], your employment with [Company Name] is terminated immediately for gross misconduct.

All access to company premises and systems has been revoked. You are required to return company property immediately and complete the exit formalities as guided by HR.

We regret that such action was necessary but the safety and well-being of all employees remain our top priority.

Sincerely,

[HR Manager Name]

[Designation]

[Company Name]

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