

Employee Termination Letter

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 being terminated effective immediately, due to your involvement in theft/fraud discovered on [insert date of discovery]. This action is taken as a result of our investigation which revealed that you [briefly explain the incident or actions leading to termination].

Such actions are against the values and policies of our organization and violate the trust we have placed in you as an employee. Your final paycheck will be processed and sent to you, and you will be responsible for returning any company property in your possession.

Please contact [HR Manager's Name] at [HR Manager's Contact Information] to discuss your final paycheck and any other outstanding matters.

We encourage you to reflect on this situation and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]