

Termination of Employment

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 terminated effective immediately as of [Insert Date]. This decision is due to your involvement in theft/dishonesty which is a violation of our company policies.

During your time with us, we expect all employees to adhere to the highest standards of integrity and ethics. Unfortunately, your actions have demonstrated a disregard for these standards.

Please return any company property in your possession by [Insert Date]. You will receive your final paycheck, including any accrued vacation pay, in accordance with company policy.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]