

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 findings related to internal fraud investigations. After a thorough review of the evidence, it has been determined that your actions have breached our company's policies and ethical standards.

Your final paycheck, including any accrued vacation time, will be processed and sent to you within [insert timeframe] as per company policy.

Please return all company property by [insert date]. Failure to do so may result in further action.

If you have any questions regarding your termination or the exit process, please feel free to contact [HR Contact Name] at [HR Contact Email/Phone Number].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]