

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 Termination Date]. This decision is the result of your involvement in actions that constitute theft/fraud, which are in clear violation of company policy.

Specifically, our investigation has revealed that you [insert details of the theft or fraudulent actions]. This behavior undermines the trust and integrity of our workplace and cannot be tolerated.

You are requested to return all company property within [insert time frame]. A final paycheck, including any accrued vacation time, will be sent to you following the return of company property.

We recommend seeking legal counsel if you have any questions regarding this termination.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]