

[Date]

[Employee Name]

[Employee ID]

[Home Address]

Subject: Notice of Termination for Cause

Dear [Employee Name],

Please be advised that your employment with [Company Name] is terminated for cause, effective immediately, [Date].

This decision has been made following an investigation into the falsification of company records. Specifically, it was determined that on [Date], you [describe specific act, e.g., altered time sheets / submitted false expense reports / misrepresented credentials].

The falsification of records is a direct violation of the [Company Name] Employee Handbook and our Code of Conduct. Such actions constitute gross misconduct and a fundamental breach of the employment relationship, leaving the company with no choice but to end your employment.

Regarding your final compensation and benefits:

- Your final paycheck, including wages earned up to your last day, will be [mailed to your address / deposited] on [Date].
- [Insert information regarding COBRA or health insurance status].
- [Insert information regarding any company property that must be returned].

Please return all company property, including keys, ID badges, and electronic devices, by [Time] on [Date].

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Title]