

[Company Name]
[Company Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

RE: TERMINATION OF EMPLOYMENT

Dear [Employee Name],

This letter is to formally notify you that your employment with [Company Name] is terminated for cause, effective immediately, [Date].

This decision has been made following an investigation into the theft of company property. Specifically, it was determined that on [Date], you were involved in the unauthorized removal of [Description of Property] from company premises.

Theft is a serious violation of company policy and the terms of your employment agreement. As a result of this gross misconduct, your employment is being terminated effective today.

Please return all remaining company property, including keys, security badges, and electronic devices, to [Name/Department] by [Time/Date].

Your final paycheck, including any accrued wages and legally required payouts, will be [mailed to your address / issued to you] on [Date]. Information regarding your benefits status will be sent to you under separate cover.

Sincerely,

[Your Name]
[Your Title]
[Company Name]