

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

[Date]

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

RE: TERMINATION OF EMPLOYMENT

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 discovered fraudulent business activities. Specifically, it has been determined that you engaged in the following conduct: [Insert brief, factual description of fraudulent acts, e.g., embezzlement, falsification of financial records, or unauthorized diversion of company funds].

These actions constitute a material breach of your employment agreement, a violation of company policy, and a fundamental breach of the duty of honesty and loyalty owed to the company. Under these circumstances, your employment is being terminated without notice or pay in lieu of notice.

Your final paycheck, including all wages earned up to today's date, will be [issued via direct deposit / mailed to your address] by [Date]. Please note that all company benefits will cease as of your termination date.

You are required to immediately return all company property, including but not limited to keys, ID badges, laptop computers, mobile devices, and any confidential company documents or data in your possession.

Please be reminded of your ongoing obligations regarding confidentiality and non-disclosure as outlined in your employment contract. The company reserves all rights to pursue legal action or restitution regarding the fraudulent activities identified.

Sincerely,

[Signature]

[Name of Sender]
[Title]
[Company Name]