

Date: [Date]

To: [Employee Name]  
[Employee ID]

**Subject: Notice of Termination of Employment**

Dear [Employee Name],

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

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

Theft is a serious violation of our Company Code of Conduct and Employee Handbook. Such actions constitute gross misconduct, which warrants immediate dismissal without notice or pay in lieu of notice.

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

Any final wages owed to you for hours worked up until this date, less any legally required deductions, will be paid to you via [Method of Payment] on [Date]. Your benefits coverage will end on [Date].

You are reminded of your continuing obligations regarding company confidentiality and non-disclosure agreements.

Sincerely,

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