

Date: [Current Date]

To: [Employee Name]

Employee ID: [Employee ID Number]

Subject: Notice of Termination of Employment

Dear [Employee Name],

This letter serves as formal notification that your employment with [Company Name] is terminated, effective immediately, [Date].

This decision has been made following an internal investigation into financial irregularities. Based on the evidence gathered, it has been determined that you have engaged in gross misconduct, specifically embezzlement and financial fraud involving [briefly mention specific actions, e.g., unauthorized transfer of funds or falsification of expense reports].

Such actions constitute a fundamental breach of your employment contract, company policy, and the trust required for your position. Consequently, your dismissal is for cause, and you are not eligible for severance pay or notice period compensation.

Please note the following regarding your departure:

- **Final Pay:** Your final paycheck, including earned wages up to this date, will be issued on [Date/Method].
- **Company Property:** You are required to return all company property, including keys, laptop, credit cards, and access badges, by [Time/Date].
- **Benefits:** Information regarding the status of your benefits and COBRA eligibility (if applicable) will be sent to you under separate cover.

You are reminded of your continuing obligations regarding confidentiality and non-disclosure as outlined in your employment agreement. Furthermore, [Company Name] reserves the right to pursue further legal action or refer this matter to law enforcement authorities.

Sincerely,

[Your Name]

[Your Title]

[Company Name]