

**Date:** [Date]

**To:** [Employee Name]

**Employee ID:** [Employee ID Number]

**Position:** [Job Title]

**Subject: Notice of Termination of Employment**

Dear [Employee Name],

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

This decision has been made following an investigation into the falsification of company records. Specifically, it has been determined that you [describe specific incident, e.g., altered time sheets, falsified expense reports, or provided inaccurate information on official documentation] on [Date(s)].

Falsifying company records is a direct violation of the [Company Name] Employee Handbook and our Code of Conduct. Such actions constitute gross misconduct and result in the immediate severance of the employment relationship.

Regarding your final compensation:

- Your final paycheck, including payment for hours worked up to this date, will be [issued via direct deposit / mailed to your address on file] by [Date].
- [Optional: Information regarding accrued vacation pay or benefits].

Please return all company property, including keys, ID badges, laptops, and any confidential documents, to [Name/Department] by [Time/Date].

You are reminded of your ongoing obligations regarding the confidentiality of proprietary company information as outlined in your employment agreement.

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Job Title]

[Company Name]