

[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 [Description of Property/Funds] that occurred on [Date of Incident]. Based on [Evidence/Security Footage/Witness Statements], it has been determined that you were responsible for the unauthorized removal of company property.

Theft is a serious violation of company policy and a breach of the trust essential to your employment. Because this constitutes gross misconduct, you are not eligible for severance pay or a notice period.

Your final paycheck, including all wages earned up to this date [and accrued vacation time, if applicable by law], will be [provided to you today / mailed to your address on file / deposited via direct deposit].

Please return all company property immediately, including [Keys, ID Badges, Laptop, etc.]. You are also reminded of your ongoing obligations regarding [Non-Disclosure/Confidentiality Agreements] signed at the start of your employment.

Any questions regarding your benefits, such as COBRA or retirement accounts, will be sent to you under separate cover.

Sincerely,

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