

[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 falsification of company records. Specifically, it was determined that on [Date], you [describe specific action, e.g., altered time sheets / submitted false expense reports / misrepresented credentials / forged signatures].

This conduct is a direct violation of company policy and the [Employee Handbook/Code of Conduct], which explicitly prohibits the falsification of records. Such actions constitute a fundamental breach of trust and professional integrity required for your position.

Please note the following regarding your final arrangements:

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

You are reminded of your continuing obligations under any signed non-disclosure or confidentiality agreements.

Sincerely,

[Signature]

[Name of Manager/HR Representative]
[Title]