

[Company Name]  
[Company Address]  
[City, State, Zip Code]

[Date]

[Employee Name]  
[Employee ID]  
[Home Address]

**Subject: Notice of Termination of Employment**

Dear [Employee Name],

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

This decision follows an internal investigation regarding fraudulent behavior. Specifically, it has been determined that you engaged in the following conduct: [Insert brief description of fraud, e.g., falsification of expense reports, unauthorized use of company funds, or manipulation of financial records].

This behavior is a direct violation of the [Company Name] Employee Handbook, the Code of Conduct, and the terms of your employment agreement. Such actions constitute gross misconduct, which warrants immediate dismissal.

Regarding the conclusion of your employment:

- Your final paycheck, including wages earned through your last day, will be [paid via direct deposit / mailed to your address] on [Date].
- Your access to all company systems, email accounts, and physical premises has been revoked.
- You are required to return all company property, including [keys, laptop, ID badge, credit cards], by [Date].
- Information regarding your benefits and COBRA eligibility will be sent to you under separate cover.

Please note that [Company Name] reserves the right to pursue further legal action or restitution regarding the fraudulent activities discovered.

Sincerely,

[Signature]

[Name of Sender]

[Title]

[Department]