Date: [Date]

To: [Employee Name]

Employee ID: [ID Number]

Position: [Job Title]

Subject: Notice of Termination of Employment

Dear [Employee Name],

This letter is to formally notify you that your employment with [Company Name] is terminated, effective immediately, [Date].

This decision has been made following an investigation into the unauthorized removal and theft of company property, specifically [Description of stolen items/property]. This action constitutes a serious breach of our company policies, the employee code of conduct, and a fundamental violation of the trust required in our professional relationship.

As a result of this gross misconduct, your termination is for cause. Please note the following regarding your departure:

- **Final Pay:** Your final paycheck, including payment for hours worked up to this date [and accrued vacation time, if applicable], will be issued on [Date] via [Direct Deposit/Check].
- **Company Property:** You are required to immediately return all remaining company property in your possession, including keys, ID badges, laptops, and any other equipment.
- **Benefits:** Information regarding the status of your benefits and any COBRA eligibility will be sent to you via mail to your address on file.

Please be advised that the company reserves the right to pursue further legal action or report this matter to law enforcement authorities if deemed necessary.

Regards,

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