Date: [Date]

To: [Employee Name]

Employee ID: [Employee ID Number]

Position: [Job Title]

Subject: 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 falsification of company records. Specifically, it was determined that on [Date], you [describe the specific incident, e.g., altered time sheets / submitted false expense reports / misrepresented data in a client file].

Falsification of company documents is a violation of the [Company Name] Code of Conduct and Employee Handbook. Such actions constitute gross misconduct, which warrants immediate dismissal.

Regarding your final compensation and benefits:

- Your final paycheck, including payment for hours worked up to this date and any accrued vacation time (if applicable), will be [issued today / mailed to your address on file / deposited into your account by Date].
- Your health insurance coverage will end on [Date]. You will receive information regarding COBRA or benefit conversion options under separate cover.

Please return all company property, including keys, security badges, laptops, and any other company-owned equipment, to [Department/Name] by [Time/Date].

Please be reminded of your ongoing obligations regarding the confidentiality of company information and any non-disclosure agreements you signed during your employment.

Sincerely,

[Signature]

[Name of Manager/HR Representative]
[Title]
[Company Name]