Date: [Insert Date]

To: [Employee Name]
Employee ID: [Insert ID Number]

Subject: Notice of Termination for Gross Misconduct

Dear [Employee Name],

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

This decision has been made following a formal investigation and disciplinary hearing regarding allegations of fraudulent financial activities. Specifically, it has been determined that you engaged in the following actions:

- [Insert specific detail of fraud, e.g., falsification of expense reports]
- [Insert specific detail of fraud, e.g., unauthorized diversion of company funds]
- [Insert specific detail of fraud, e.g., manipulation of financial records]

These actions constitute gross misconduct and represent a fundamental breach of your employment contract and the company's code of conduct. Due to the severity of these actions and the resulting loss of trust, we are terminating your employment without notice or pay in lieu of notice.

Please return all company property, including keys, security badges, credit cards, and electronic devices, to [Name/Department] by [Time/Date].

You will receive a separate communication regarding your final paycheck, including any accrued vacation time, and information regarding your benefits status.

Sincerely,

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