

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

[Date]

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

RE: NOTICE OF TERMINATION

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 internal investigation into financial irregularities. The investigation has produced evidence of gross misconduct, specifically involving financial fraud and the embezzlement of company funds. These actions constitute a fundamental breach of your employment contract and company policy.

Due to the severity of these actions, this is a termination for cause. As a result:

- Your access to all company systems and premises is revoked effective immediately.
- Your final paycheck, including any legally required accruals, will be issued on [Date/Method].
- All company property, including keys, laptops, and credit cards, must be returned by [Time/Date].

Please be advised that [Company Name] reserves the right to pursue further legal action, including reporting this matter to law enforcement authorities and seeking full restitution of the diverted funds.

You are reminded of your ongoing obligations regarding confidentiality and non-disclosure as outlined in your employment agreement.

Sincerely,

[Signature]

[Name of Manager/HR Representative]
[Title]