

[Date]

[Employee Name]

[Employee ID]

[Home Address]

Subject: Notice of Immediate Dismissal for Gross Misconduct

Dear [Employee Name],

This letter serves as formal notification that your employment with [Company Name] is terminated effectively immediately, [Date], due to gross misconduct involving the theft of company property.

On [Date of Incident], it was discovered that [briefly describe the stolen item/action, e.g., electronics, inventory, or unauthorized funds were removed from the premises]. An internal investigation was conducted, which included [mention evidence, e.g., security footage, witness statements, or financial audits]. During our meeting on [Date], you were given the opportunity to respond to these allegations.

Theft is a fundamental breach of your employment contract and our company policies. Due to the severity of this action, we are terminating your employment without notice or pay in lieu of notice.

Please note the following regarding your departure:

- Your final paycheck, including all wages earned up to this date, will be issued on [Date] via [Payment Method].
- Any remaining company property still in your possession must be returned by [Date/Time].
- All access to company systems, email, and buildings has been revoked.

We reserve the right to pursue further legal action or report this matter to the authorities if deemed necessary.

Sincerely,

[Your Name]

[Your Title]

[Company Name]