

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

[Date]

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

Subject: Notice of Termination of Employment

Dear [Employee Name],

Please be advised that your employment with [Company Name] is terminated, effective immediately, [Date].

This decision follows a formal investigation into your expense report submissions. Our findings have confirmed instances of expense report fraud, specifically [mention brief details, e.g., submission of forged receipts / personal expenses claimed as business expenses / duplicate reimbursements].

This conduct is a serious violation of the company's Code of Conduct and our Expense Reimbursement Policy. Such actions constitute gross misconduct, resulting in the immediate severance of our professional relationship.

Regarding your final arrangements:

- **Final Paycheck:** Your final wages, including any accrued vacation time (where applicable by law), will be issued on [Date] via [Payment Method].
- **Company Property:** Please return all company-owned items, including your laptop, building keys, and corporate credit cards, to [Department/Name] by [Date/Time].
- **Benefits:** Information regarding the status of your benefits and COBRA eligibility will be sent to you under separate cover.

Please refrain from entering company premises or contacting clients and staff on behalf of [Company Name] moving forward.

Sincerely,

[Your Signature]

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