

Date: [Date]

To: [Employee Name]

Employee ID: [Employee ID Number]

Position: [Job Title]

Subject: Notice of 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 your conduct regarding [briefly describe incident, e.g., the unauthorized removal of company funds/property]. Based on the evidence gathered, it has been determined that you have committed theft and a fundamental breach of trust. These actions are in direct violation of company policy and the terms of your employment contract.

Because this termination is for cause (gross misconduct), you are not entitled to notice or pay in lieu of notice. Your final paycheck, including any accrued wages and legally required payouts for unused vacation time, will be [issued today / mailed to your address on file by Date].

Please return all company property immediately, including:

- Keys and access badges
- Company laptop and mobile devices
- Corporate credit cards
- [Other specific items]

You are reminded that your obligations regarding company confidentiality and non-disclosure remain in effect following your departure. All access to company systems and networks has been revoked.

Should you have questions regarding your benefits or final pay, please contact the Human Resources department at [Phone Number/Email].

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Title]

[Company Name]