

[Date]

[Employee Name]

[Employee ID]

[Home Address]

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 internal investigation regarding the unauthorized removal of company property. Specifically, it has been determined that you were involved in the theft of inventory, namely [Description of stolen items], on [Date of Incident].

This conduct constitutes a serious breach of company policy, your employment contract, and the trust required for your role. Under our disciplinary procedures, theft is classified as gross misconduct, which warrants immediate dismissal without notice or pay in lieu of notice.

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

Regarding your final compensation, you will receive payment for all hours worked up to the date of termination. Information regarding your benefits and any applicable documentation will be sent to you under separate cover.

Sincerely,

[Your Name]

[Your Title]

[Company Name]