

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Notice of Dismissal for Gross Misconduct (Cash Handling Fraud)

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 a formal investigation and a disciplinary meeting held on [Date of Meeting]. The investigation confirmed that you engaged in fraudulent activities regarding the handling of company funds. Specifically, it was found that: [Insert brief description of incident, e.g., unauthorized removal of cash from the register, falsifying transaction records, or misappropriation of petty cash].

Such actions constitute gross misconduct and a fundamental breach of your employment contract and company policy. As a result, your dismissal is effective without notice or payment in lieu of notice.

Regarding your final compensation:

- Your final paycheck, including all wages earned up to the date of termination, will be issued on [Date/via Method].
- [Insert details regarding accrued vacation time or benefits, according to local law].

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

You have the right to appeal this decision. If you wish to do so, you must submit a written appeal to [Name/Role] within [Number] working days of receiving this letter, stating the grounds for your appeal.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

[Company Name]