

[Current Date]

[Employee Name]

[Employee ID]

[Home Address]

Subject: Notice of Termination of Employment

Dear [Employee Name],

Please be advised that your employment with [Company Name] is terminated, effective immediately, [Date], due to the misuse of company property.

This decision follows an investigation into the following incident(s):

- [Description of property misused]
- [Date of occurrence]
- [Details of how the property was used in violation of company policy]

This conduct is a direct violation of the [Company Handbook/Property Use Policy], which states that company assets are to be used solely for authorized business purposes. Your actions have resulted in [mention loss, damage, or security risk if applicable].

You are required to return all remaining company property, including but not limited to keys, identification badges, laptops, and mobile devices, by [Time/Date].

Your final paycheck, including payment for accrued vacation time (if applicable), will be issued on [Date] via [Payment Method]. Details regarding your benefits and COBRA coverage will be sent to you under separate cover.

Please refrain from entering company premises or accessing company electronic systems from this point forward.

Sincerely,

[Your Name]

[Your Title]

[Company Name]