

**Date:** [Insert Date]

**To:** [Employee Name]

**Employee ID:** [Insert ID Number]

**Position:** [Insert Job Title]

**Subject: Notice of Termination of Employment**

Dear [Employee Name],

This letter serves as formal notification that your employment with [Company Name] is terminated, effective [Immediate/Insert Date].

This decision follows an internal investigation regarding the misuse of company financial assets. Specifically, it has been determined that you engaged in the following actions: [Insert brief description of misconduct, e.g., unauthorized credit card charges, misappropriation of funds, or falsification of expense reports].

Such actions constitute a serious breach of the company's Code of Conduct, financial policies, and the trust inherent in your position. Under the terms of your employment agreement, this behavior is classified as gross misconduct, warranting immediate dismissal.

Regarding your final compensation:

- Your final paycheck, including wages earned up to [Termination Date], will be [paid via direct deposit / mailed to your address] on [Date].
- [Optional: Information regarding accrued vacation pay or benefits].

Please return all company property immediately, including but not limited to company credit cards, keys, laptop, and financial records. You are further reminded of your continuing obligations regarding the confidentiality of company financial data and proprietary information.

If you have questions regarding your benefits or the return of equipment, please contact [Name/Department] at [Contact Information].

Sincerely,

[Authorized Signature]

[Print Name]

[Title]

[Company Name]