

[Current Date]

[Employee Full Name]

[Employee ID Number]

[Home Address]

Subject: Termination of Employment

Dear [Employee Name],

Please be advised that your employment with [Company Name] is terminated effective immediately, [Date], for cause.

This decision follows an investigation into allegations of theft and the unauthorized misuse of company assets. Specifically, it has been determined that on [Date/Period], you were involved in the following actions: [Provide brief, factual description of the theft or misuse].

These actions constitute a serious violation of company policy, the employee handbook, and a fundamental breach of the employment contract. Such conduct is categorized as gross misconduct, which warrants immediate dismissal without notice or pay in lieu of notice.

Regarding your final compensation:

- Your final paycheck, including wages earned up to today, will be [mailed to your address/deposited] by [Date].
- [Include information regarding accrued vacation or benefits according to local law].

You are required to return all remaining company property immediately, including but not limited to [keys, ID badges, laptops, credit cards]. Please note that your access to all company systems and servers has been revoked.

You are reminded of your ongoing obligations regarding confidentiality and non-disclosure as outlined in your employment agreement.

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Job Title]