

Date: [Date]

To: [Employee Name]

Position: [Job Title]

Subject: 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 your improper use of company funds. Specifically, it was determined that you used company resources for personal expenses on [Date/Period], which is a direct violation of our Code of Conduct and Financial Policy.

Under the terms of your termination:

- Your final paycheck, including any accrued vacation pay, will be issued on [Date].
- Your access to all company systems, emails, and accounts has been revoked.
- You are required to return all company property (laptop, keys, credit cards, etc.) by [Date/Time].

Please note that the company reserves the right to pursue further legal action or restitution to recover the misused funds.

You will receive a separate document detailing your benefits status and COBRA eligibility, if applicable.

Sincerely,

[Your Name]

[Your Title]

[Company Name]