

Date: [Date]

To: [Employee Name]

[Employee ID]

[Home Address]

Subject: Notice of Termination for Cause

Dear [Employee Name],

This letter serves as formal notification that your employment with [Company Name] is terminated for cause, effective immediately, [Termination Date].

Following a thorough investigation, it has been determined that you have engaged in fraudulent activity, specifically: [Briefly describe the fraud, e.g., falsification of expense reports, unauthorized diversion of funds, or manipulation of company records].

This conduct constitutes a material breach of your employment agreement, the company's Code of Conduct, and established corporate policies. Such actions have resulted in a total loss of trust and confidence in your ability to perform your duties.

As this termination is "for cause" due to willful misconduct and fraudulent behavior, you are not eligible for severance pay, notice pay, or any other separation benefits. Your final paycheck will include all wages earned through your final day of work, plus any accrued but unused vacation time, as required by law. This will be issued on [Date/Method].

Please return all company property, including keys, security badges, laptop, and credit cards, to [Name/Department] by [Time/Date].

Your access to company systems and email has been deactivated. You are reminded of your continuing obligations regarding confidentiality and non-disclosure as outlined in your signed employment documents.

Any questions regarding your benefits or final pay should be directed to the Human Resources Department at [Phone Number/Email].

Sincerely,

[Your Name]

[Your Title]

[Company Name]