

[Company Name]
[Company Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Re: Notice of Termination of Employment

Dear [Employee Name],

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

This decision has been made following an internal investigation which confirmed that you engaged in the falsification of company records. Specifically, it was determined that you [Description of specific falsification, e.g., altered timecards / submitted fraudulent expense reports / misrepresented credentials].

Falsification of records is a violation of the [Company Name] Code of Conduct and Employee Handbook. Due to the nature of this misconduct, your termination is classified as a discharge for cause.

As a result of this termination for cause, you are not eligible for severance pay or any related severance benefits. Your final paycheck, including payment for hours worked through your last day [and accrued vacation, if applicable by law], will be issued via [Method of Payment] on [Date].

Please return all company property, including keys, security badges, laptops, and any proprietary documents, to [Department/Name] by [Time/Date].

Any questions regarding your benefits, such as COBRA or retirement accounts, should be directed to the Human Resources Department at [Phone Number/Email].

Sincerely,

[Name]
[Title]
[Company Name]