

[Company Letterhead]

[Date]

[Employee Name]

[Employee ID]

[Employee Address]

Subject: Notice of Termination of Employment

Dear [Employee Name],

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

This decision has been made following an internal investigation into your cash handling procedures. The investigation has confirmed the following fraudulent activities:

- [Describe specific incident, e.g., unauthorized removal of cash from the register on Date]
- [Describe specific incident, e.g., manipulation of sales records to conceal cash shortages]
- [Describe specific incident, e.g., failure to deposit daily receipts as required by company policy]

Your actions constitute a serious breach of company policy, a violation of the employee handbook, and a fundamental breakdown of the trust required for your position. This conduct is classified as gross misconduct.

Your final paycheck, which includes payment for hours worked up to this date [and accrued vacation time, if applicable], will be issued by [Method of Payment] on [Date].

Please return all company property, including keys, identification badges, and equipment, to [Department/Person] by [Time/Date].

Please note that [Company Name] reserves the right to pursue further legal action or report this matter to the relevant authorities if deemed necessary.

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Title]

[Company Name]