

Date: [Date]

To: [Employee Name]

Employee ID: [ID Number]

Subject: Notice of Termination of Employment

Dear [Employee Name],

This letter is to formally notify you that your employment with [Company Name] is terminated, effective [Date].

This decision has been made due to repeated and excessive cash drawer shortages. Despite previous discussions and warnings dated [Date of Previous Warning] and [Date of Previous Warning], your drawer has shown further discrepancies on the following dates:

- [Date]: [Amount Short]
- [Date]: [Amount Short]
- [Date]: [Amount Short]

Accurate cash handling is a fundamental requirement of your position. These recurring shortages violate company policy and demonstrate a failure to meet the essential duties of your role.

Your final paycheck, including payment for all hours worked up to your termination date and any accrued benefits, will be [provided today / mailed to your address on file by Date].

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

If you have questions regarding your benefits or COBRA coverage, please contact the Human Resources department at [Phone Number/Email].

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Employee Acknowledgment:

I acknowledge receipt of this letter.

[Employee Signature] / [Date]