

Termination Letter For Stealing

[Your Name]

[Your Title/Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

RE: Termination of Employment

I am writing to inform you that, unfortunately, your employment with [Company Name] is hereby terminated with immediate effect. This decision is based on the confirmed and substantiated evidence of stealing that has come to our attention.

The act of stealing, whether it is theft of company property, sensitive information, or the property of your colleagues, is a severe violation of the trust and principles upon which our company operates. We have thoroughly investigated the matter, and the evidence against you is clear and compelling, leaving us no choice but to take this action.

The termination of your employment is effective immediately, and you are no longer allowed to access the company premises or any company information. Please return all company property, including access cards, keys, documents, or any other items belonging to the company, to the Human Resources department before leaving the premises.

As per our company policy, you will receive your final paycheck, which will include any unpaid wages, accrued vacation days, or other benefits owed to you up until the termination date.

Additionally, you will be provided with information regarding your rights to continue health insurance

coverage or other applicable benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA).

It is essential to maintain a professional reputation, and we encourage you to reflect on the actions that led to this termination. We sincerely hope that you can learn from this experience and make positive changes in your future endeavors.

If you have any questions regarding the termination process or require any assistance during the transition, please contact the Human Resources department.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title/Position]

[Company Name]