

Gross Misconduct Dismissal Letter – Theft Case

Subject: Termination of Employment Due to Gross Misconduct

Dear [Employee Name],

Following the recent investigation into the incident dated [Date], it has been established that you engaged in theft of company property, which constitutes gross misconduct.

As a result, your employment with [Company Name] is terminated with immediate effect. You are required to return all company property and settle any outstanding obligations.

Please note that this decision is final and in line with company policy. You may contact HR for information on your final settlement and documentation.

Sincerely,

[Manager Name]

[Designation]

[Company Name]

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