

Gross Misconduct Dismissal Letter – Fraud

Subject: Termination of Employment – Fraudulent Conduct

Dear [Employee Name],

Following a thorough review of your actions on [Date], it has been confirmed that you engaged in fraudulent activity, violating company policy and ethical standards.

Consequently, your employment with [Company Name] is terminated immediately. You are requested to return all company assets and complete the exit procedures promptly.

This decision is final and non-negotiable. For queries regarding your termination benefits, please contact HR.

Sincerely,

[Director Name]

[Designation]

[Company Name]

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