

## Formal termination due to theft

Subject: Termination of Employment for Theft

Dear [Employee's Name],

This letter serves as formal notification of the termination of your employment with [Company Name], effective immediately, due to theft of company property on [date of incident]. Your actions constitute gross misconduct and are in direct violation of our company policies and ethical standards.

Following a thorough investigation, we confirmed that you were responsible for the theft of [specific item or amount]. As a result, your employment is terminated under the grounds of misconduct. You are required to return any remaining company property in your possession immediately.

Your final paycheck, inclusive of pending wages up to [last working date], will be processed as per legal requirements. Please be advised that the company reserves the right to pursue legal action if deemed necessary.

Sincerely,

[Your Full Name]

[Your Position]

[Company Name]

**Get more templates here:**

<https://www.lettersandtemplates.com/letters/termination-letter-for-stealing>