

Termination after investigation confirmed theft

Subject: Termination Following Investigation

Dear [Employee's Name],

After a thorough internal investigation into the incident on [date], it has been determined that you were responsible for the theft of [item/value]. This constitutes gross misconduct and leaves us with no option but to terminate your employment with immediate effect.

We have documented evidence supporting this decision, and you were provided an opportunity to respond during the investigation. Unfortunately, the facts confirm your involvement.

Your employment is hereby terminated. Please return all company assets in your possession immediately. We reserve the right to report this incident to the relevant legal authorities.

Sincerely,

[Your Name]

[Position]

Get more templates here:

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