

Termination with legal consequences mentioned

Subject: Termination and Legal Consequences

Dear [Employee's Name],

This letter confirms the termination of your employment with [Company Name], effective immediately, due to theft of [item/cash] on [date]. Your actions are considered a serious breach of trust and a violation of workplace policy.

Be advised that the company reserves the right to initiate legal proceedings for recovery of losses incurred. Your access to company systems has been revoked, and you are prohibited from entering company premises.

You are instructed to return all company property immediately. Your final payment will be settled in accordance with the law, excluding any amounts withheld due to damages caused.

Regards,

[Your Name]

[Position]

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