

Termination written in a softer tone

Subject: Termination of Employment

Dear [Employee's Name],

This letter serves to inform you of the termination of your employment with [Company Name], effective immediately. The decision comes after the theft of [item/cash] on [date], which was confirmed through investigation.

While we recognize that circumstances can sometimes influence poor decisions, theft cannot be overlooked in the workplace. We encourage you to reflect on this incident and take it as a lesson for future opportunities.

Your final settlement will be processed as required by law. Please return all company property and arrange with HR to collect your personal items.

We wish you the best in moving forward despite this difficult situation.

Sincerely,

[Your Name]

[Position]

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