To Place:

The Employee Name, Date:

Employee ID,

Designation,

Department.

Sub: Termination due to Theft.

Dear Mr./Ms. \_\_\_\_\_\_\_\_\_\_,

We hereby confirm your termination due to your theft of the company’s money of amount \_\_\_\_\_ Rs. (Amount in words), which was recorded in CC cameras.

Your termination will effect from today i.e. \_\_\_\_\_\_\_(date). Your pending salary will be paid after the handover of your company belongings to the HR department.

Theft is a major offense, hence you returned the theft money, the company is not proceeding with any further legal action except termination.

Contact the HR department for any further information.

For the Company Name,

Authorized Signatory.