Place:
Date:

Sub: Termination of employment.

Dear Mr./Ms. **[Employee Name],**

I am writing this letter to inform you that your employment as a **[job title]** from **[company name ]** has been terminated with effect from **[date]**. You are terminated due to the theft you committed.

The security cameras recorded that on **June 22, 2022**, at **7:00 pm** after closing hours, you are taking company products outside. You also failed to prove your innocence on the subject.

Theft is a strict offense and cannot be tolerated, so we are issuing this termination letter. Please return the missing items immediately or you will be entitled to legal action.

Your final salary will be released after the clearance of this issue. Please contact the HR department for any questions or concerns.

For **“Company Name”**,

Authorized Signatory.