TERMINATION LETTER FOR THEFT OF COMPANY PROPERTY

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Subject: Termination for Theft of Company Property

Dear {Insert Name}:

I have completed my investigation and it is with regret that I inform you of your termination. Theft of company property is a very serious offense and company policy requires that any employee caught misusing or stealing company property must be terminated immediately.

Please relinquish any remaining company property in your possession and remove any personal belongings from the premises.

If you have any final comments, please contact Human Resources at _____ - _____.

Sincerely,

{Title}

Cc: Human Resources Department