[Date]

To

[Designation]

[Company name]

[Address]

Subject:

Respected Sir/Ma’am,

I, at this moment, inform you that you have been terminated from your current position as [mention designation] at [mention company name] because of your financial fraud against the company.

I have a complaint letter from your manager and your team leader about this matter. You have also got a warning letter, but we got a complaint letter against you.

Financial fraud is something related to a criminal act for this company, and this is not acceptable at [mention company name]. This is against the rules and regulations of the company. With proper discussion of all the team members, we have decided to terminate from [mention company name].

I have enclosed all the necessary documents for your termination. Check the attachment for your reference and meet me after getting this letter at my office.

If you have any further queries, you can reach us at [mention phone number] or through an email [mention email address].

Sincerely,

[Sender Name]