

Termination Letter for Cause

From,
JayVee
MNO Company,
12 Streets, Mexico City- 45762

September 12, 2018

To,
Mr. Johnny Brown,
65 Karma Street,
Pine Roads, Mexico City-45643

Dear Johnny,

This letter is to confirm the decision of the termination of your employment with us at MNO Company for the cause of theft and deception, which comes to effect immediately.

Concerning today's meeting with the board of directors and your department manager, it has been concluded that you have been rightfully accused of stealing money from the official bank account of the company by acquiring access to it through your colleague. The attempted action is intolerable in the eyes of everyone who are acquainted with you in the company. You have been breaching the trust of your head seniors and your colleagues, and under no circumstance can this offense be forgiven.

Your current paycheck shall induce a penalty for the charged offense, and you are inhibited from entering the company's premises anymore. The benefits provided to you among the policy of your company shall decrease within a month's time, and you shall receive health and property benefits for only twenty days from now.

You are expected to follow the company's affidavit on breaching the confidentiality circle of the company. Kindly follow your contract despite the onset of this unexpected termination.

At the termination meeting, we received your ID card and office keys along with the company-owned laptop. We expect you to regret your decision and improvise on your habits of conduct and ethics for the betterment of society.

We hope you best for your future,

Regards,

JayVee,
HR Director
MNO Company

