Date

[Company Name]  
[Address, CITY, STATE, Zip]

To

[The Recipient]  
[Address, CITY, STATE, Zip]

Dear Joe,

I am writing this letter to you with sheer disappointment and great regret that you have been caught messing up with your timecard.

As an employee, your foremost duty is to show honesty towards your working hours without doing any corruption. Instead, you have been finding ways to cheat involving time theft.

Since you are paid according to your working hours, cheating in this regard means that you don’t deserve the earned money.

Thankfully, we at Technology Community College have a smart system to track down the fraudulent activities in employees’ logs. It came as a huge shock for us to realize that you have taken advantage of some loopholes in the system to add credit hours that you did not work in.

As per the company policy, you are immediately fired, effective today. You still can use your paid holidays according to your contract.

Should you have any queries, contact Mr. Bush at the HR department. He will guide you with the whole procedure.

Sincerely,  
Meezo