Date:

Employee name  
Address and contact details

Subject: Termination due to cheating

Dear Mr. Robert,

**T**his letter is being written to inform you that your contract with the company is being terminated from 10th May 20XX. This decision has been taken due to some fraudulent activities.

You have violated the rules and policies of the company and shown disregard for utter disrespect for the organization.

After an investigation, it has been revealed that you have shared confidential information of the company with its rivals for money. This is the worst form of cheating that our company can never be approved of. It shows the character failure, and the company has strict policies to deal with such employees who do not fulfill their commitments in professional life.

Your act of violating the policy has caused serious damage to the reputation of the company and therefore, the company has decided to terminate you from the job.

All the insurance policies you have been a part of will be terminated with your employment. Till the time of termination, you can enjoy all the facilities the company offers to its employees. You are requested to return all the assets of the company that you have in your possession.

In case you have any queries, or you want to know the proper procedure of leaving, you can contact the managing director of the company. You can also contact our human resources department for getting information regarding pending dues of any kind. Please be informed that the company will never issue you any reference letter or letter of recommendation.

Sincerely,

Name of the sender

Signatures