Mr. James,  
CEO.  
ABC Group of companies.

Mr. Green  
Manager Marketing.  
ABC Group of companies.

Dated: 6th November, 20XX

Subject: Termination of services

Dear Green,

This is to inform you that this year your contract with the company will not be extended further as we no longer wish to continue having you as our marketing manager. This decision was taken due to your mischievous actions which were observed over a certain period.

You know we were running short of funds a couple of months ago and this did not appear usual to us. Upon investigating we came up with the conclusion that someone is misusing the company funds and it was none other than you who had been doing it. Green you had stolen money from the company funds and rather than accepting what you had did you preferred to run away with the money but fortunately, we have caught you. You had certainly disappointed us to a great length. We did not expect this from you.

You had committed a heinous crime due to which we cannot spare you. We have decided to terminate you from the company following your act of misconduct. Your previous month's salary was transferred to your account but this month we had decided that no salary will be transferred to you unless our money is recovered from you. We have filed a case against you. You will soon be intimated the same through our lawyers.

Yours Sincerely,

Mr. James.  
CEO,  
ABC Group of companies