## Follow-up Termination Letter for Cause Sample and Format

The following is the history of the example give: The employee deceived prospective buyers about his identity & position within the company. This fraudulent activity was displayed at a business event.

Clients had been constantly going around asking for the Vice President of Marketing at the reception. During that period, there were no Vice Presidents in the small firm. A meeting for termination of the cause was called & this is the follow-up letter.

Date xx-xx-xxxx,  
Mr. Michael Weber,  
2020 Street,  
Dallas, Texas 7543,  
555 Main rd.  
Downtown County 8900.

**Subject: Termination Letter due to a reason**

Dear Mr. Michael,

This letter is a follow-up to our discussion in our meeting with you today. Your contract with our firm Mission Ace has been terminated for cause. This is effective immediately.

As mentioned during the termination meeting, your work has been terminated in view of the fact that you were impersonating to be the Vice President of Mission Ace. Your actions have been an appalling breach because while you were the supervisor of our firm you misrepresented your position.

Moreover, by granting yourself the position of Vice President, which our firm does not have yet, you gave yourself the ability to make choices & assessments that did not fit with your definition of work.

In addition, your accrued Paid Time off (PTO) payment will be added to your final cheque from us which will be deposited on a conventional day, Monday. It can be collected at our reception desk or mailed to your address, the choice is yours. Let us know.

The status of your benefit upon termination can be determined by a separate letter of benefits. Your letter will contain information about your ability to maintain your group health benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA).

Your identification swiping pass, office key & the laptop & mobile provided by the organization were already given to us at the closing meeting.

You must ensure to keep the organization updated about your contact details so that we are able to provide you with documentation including your W-2 form & COBRA follow up in the future.

Please inform us if we can provide you with assistance during your transition.

Regards,  
Name of your manager or CEO.