**Letter of Involuntary Resignation**

Dear [Manager’s Name],

I began employment with XYZ 3 years ago and have enjoyed everything I’ve learned with this company. Unfortunately, recent events have caused the need for our separation. It was discovered on July 6th, 2017 that $1,000 was missing from the vault.

I participated in an active investigation of the situation and contributed any information I had with total transparency, as I have nothing to hide from my employer. When I was informed by upper management that my passcode was the last to be used and, unfortunately, they have determined this information to be cause for termination. I am not aware of who else would have access to my passcode. The information is kept in a private file. Therefore, I cannot point blame at any other employee with total certainty. I remember securely locking the vault door in place and I can only speak for the facts of which I am aware. At 2 pm, my assistant manager and I conducted a midday audit of the vault’s contents and it was in full balance. At 4 pm, we began our end of day audit and discovered by 4:30 pm that $1,000 was missing. I did not remove $1,000 from the vault between 2 and 4 pm. After the midday audit, my assistant manager was present as I securely closed the vault door.

I respect my employer for their diligence in their investigation. I have supported them throughout the entire process. Unfortunately, without a clear explanation for the missing funds, they have been required to decide based on circumstantial evidence. I have led this company in loss prevention and compliance for the last 2 years. As a manager, I understand it is ultimately my responsibility to ensure the employees I hire behave with total honesty and that operations are executed accurately and consistently. To the best of my abilities, I have done all of this and more. While I do not agree with the decision to terminate my employment, I do accept it as a requirement of my position of leadership. In the future, I will take the knowledge I learned from this experience and ensure that better steps are taken to prevent any loss occurring.

Thank you for the opportunity to work with this institution for the last 3 years. If any additional information is required, please do not hesitate to contact me.”

Yours,
Casey M. Employee
Title
Phone Number
Email