

Subject: Termination of Employment

Dear [Employee Name],

This letter is to formally notify you that your employment with [Company Name] is terminated, effective immediately, [Date].

This decision has been made following an investigation into a severe violation of the company's IT Security Policy. Specifically, it was determined that you engaged in the following conduct: [Insert Brief Description of Violation, e.g., unauthorized access of sensitive data, sharing login credentials, or intentional introduction of malware].

Your actions constitute a material breach of your employment contract and company protocols. Due to the serious nature of this security breach and the potential risk posed to company assets and data integrity, your dismissal is for cause.

Regarding the conclusion of your employment:

- Your final paycheck, including any accrued pay, will be issued on [Date] via [Payment Method].
- You must immediately return all company property, including laptops, mobile devices, security badges, and keys.
- Your access to all company networks, email accounts, and digital systems has been revoked.

Please be reminded that your obligations regarding confidentiality and the non-disclosure of proprietary information remain in effect even after your departure from the company.

Sincerely,

[Your Name]
[Your Title]
[Company Name]