

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Subject: Termination of Employment

Dear [Employee Name],

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

This decision has been made following a formal investigation into a breach of the Confidentiality Agreement signed by you on [Date Agreement was Signed]. Specifically, it was determined that you [Description of the breach, e.g., disclosed proprietary trade secrets / shared sensitive client data / unauthorized distribution of internal documents] to [Recipient or Third Party] on [Date of Incident].

As per the terms of your employment contract and our company policy, any breach of confidentiality is considered gross misconduct. Consequently, you are not eligible for severance pay or pay in lieu of notice.

Please be reminded that your obligations regarding the non-disclosure of confidential information and intellectual property remain in effect even after the termination of your employment. You are prohibited from using or sharing any proprietary information belonging to [Company Name].

Please return all company property, including keys, ID badges, laptops, and any confidential documents, to [Department/Name] by [Time/Date]. Any final wages owed to you, including accrued vacation time (where applicable by law), will be paid via [Method of Payment] on [Date].

If you have questions regarding your benefits or the contents of this letter, please contact the Human Resources Department.

Regards,

[Your Name]

[Your Title]

[Company Name]