

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Subject: Notice of Termination of Employment

Dear [Employee Name],

Please be advised that your employment with [Company Name] is terminated, effective immediately, [Date].

This decision has been made following an investigation into a serious breach of the Confidentiality Agreement you signed on [Date of Agreement]. Specifically, it has been determined that you [Description of breach, e.g., shared proprietary data/client lists/trade secrets] with [Name of unauthorized party/Reason] on [Date of incident].

This conduct constitutes a material breach of your employment contract and company policy, which warrants immediate dismissal.

Please return all company property, including keys, identification badges, laptops, and any documents containing confidential information, by [Time/Date].

We remind you that your obligations regarding the non-disclosure of [Company Name]'s proprietary information and trade secrets remain in effect even after the termination of your employment. The company reserves the right to pursue further legal action should any additional damages arise from this breach.

Details regarding your final paycheck and benefits status will be sent to you via [Mail/Email] separately.

Regards,

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