

**Date:** [Current Date]

**To:** [Employee Full Name]

**Employee ID:** [Employee ID Number]

**Subject: Notice of Termination of Employment**

Dear [Employee Name],

This letter serves as formal notification that your employment with [Company Name] is terminated, effective immediately, [Date].

This decision has been made following an investigation into a severe conflict of interest. Specifically, it has been determined that you engaged in the following actions: [Provide brief, factual description of the violation, e.g., working for a direct competitor / using company resources for a private business / accepting unauthorized gifts].

These actions constitute a direct violation of the [Company Name] Code of Conduct and the Conflict of Interest policy signed by you on [Date]. Such conduct represents a breach of your fiduciary duty and has resulted in an irreparable loss of trust.

Regarding the conclusion of your employment:

- Your final paycheck, including payment for work completed up to this date and any accrued vacation time, will be [issued today / mailed to your address on file].
- Your access to all company systems, servers, and physical premises is revoked effective immediately.
- You are required to return all company property, including [keys, laptop, ID badge, credit cards], by [Time/Date].

Please be reminded that your signed Non-Disclosure Agreement and Confidentiality Agreement remain in effect following your departure. You are prohibited from sharing or using any proprietary company information.

Any questions regarding your benefits or final compensation should be directed to the Human Resources Department at [Phone Number].

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Title]

[Company Name]