

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Subject: Notice of Termination for Cause (Breach of Confidentiality)

Dear [Employee Name],

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

This decision follows an investigation into a serious breach of the Confidentiality Agreement signed by you on [Insert Date Agreement was Signed]. Specifically, it has been determined that you [Insert Brief Description of Breach, e.g., shared proprietary client data with an unauthorized third party / disclosed trade secrets].

This conduct constitutes a material breach of company policy and a violation of your employment contract. Consequently, your employment is being terminated for cause.

Please note the following regarding your departure:

- **Final Pay:** Your final paycheck, including any accrued wages and benefits required by law, will be [mailed to your address / deposited into your account] by [Insert Date].
- **Return of Property:** You are required to return all company property, including keys, ID badges, laptops, and any documents containing confidential information, by [Insert Time/Date].
- **Ongoing Obligations:** We remind you that your legal obligation to maintain the confidentiality of [Company Name]'s proprietary information remains in effect even after your termination.

If you have questions regarding your benefits or the return of property, please contact [Name of HR Contact] at [Phone Number/Email].

Sincerely,

[Your Name]

[Your Title]

[Company Name]