Date: [Current Date]

To: [Employee Name]
Employee ID: [ID Number]
Position: [Job Title]

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 serious breach of the Confidentiality Agreement signed by you on [Date of Agreement]. Specifically, it has been determined that you [Description of the breach, e.g., shared proprietary data, disclosed client lists, or leaked trade secrets] to [Recipient/Platform].

This action constitutes a material breach of your employment contract and a violation of company policy. Under these circumstances, your dismissal is for cause.

Please note the following regarding your departure:

- **Final Pay:** Your final paycheck, including any accrued vacation time, will be [mailed to your address/deposited] by [Date].
- **Company Property:** You are required to return all company property, including laptops, keys, and access badges, by [Time/Date].
- **Continuing Obligations:** You are reminded that your legal obligation to maintain the confidentiality of all proprietary information remains in effect even after your termination.

Please direct any questions regarding your benefits or final pay to the Human Resources Department at [Phone Number/Email].

Sincerely,

[Signature]
[Name of Manager/HR Representative]
[Title]
[Company Name]