**Date:** [Insert Date]

**To:** [Employee Name]
**Employee ID:** [Insert ID]

**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 your conduct regarding unauthorized system access. Specifically, it was determined that on [Date], you accessed [Name of System/Database] without proper authorization or a valid business purpose. This action constitutes a direct violation of our Company Information Security Policy and the Employee Code of Conduct.

Due to the severity of this security breach and the resulting loss of trust, we are proceeding with termination for cause.

Regarding your final compensation and benefits:

- Your final paycheck, including pay for hours worked up to this date, will be [mailed to your address / deposited] on [Date].
- Information regarding your benefits and COBRA eligibility will be sent to you under separate cover.

Please return all company property, including keys, security badges, laptops, and any other hardware or proprietary information, to [Name/Department] by [Time/Date].

We remind you of your ongoing obligation to maintain the confidentiality of all company data and trade secrets as outlined in your signed confidentiality agreement.

Sincerely,

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