DATE: [Insert Date]

TO: [Employee Name]

EMPLOYEE ID: [Insert ID]

FROM: [Manager Name/HR Department]

SUBJECT: NOTICE OF IMMEDIATE TERMINATION

Dear [Employee Name],

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

This decision has been made following a discovery of an extreme conflict of interest that constitutes a fundamental breach of your employment contract and company policy. Specifically, it has been determined that you have engaged in the following actions:

[Insert brief, factual description of the conflict, e.g., operating a competing business, unauthorized use of proprietary data for personal gain, or undisclosed financial interest in a vendor].

These actions represent a serious violation of our Code of Conduct and the duty of loyalty owed to this organization. Due to the severity of this breach, this is a termination for cause, and no notice period or severance will be provided.

Please note the following regarding your departure:

- **Company Property:** You must immediately return all company equipment, including keys, identification badges, laptops, and mobile devices.
- **Confidentiality:** You are reminded of your ongoing legal obligation to maintain the confidentiality of all proprietary company information.
- **Final Pay:** Your final paycheck, including earned wages up to this date, will be issued via [Direct Deposit/Mail] on [Date].

All access to company systems, email, and premises has been revoked. Should you have questions regarding your benefits or final compensation, you may contact the Human Resources department at [Phone Number/Email].

Sincerely,

[Signature]

[Name of Sender]

[Title]