

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Position: [Insert Job Title]

Subject: Notice of 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 internal investigation which confirmed that you have engaged in the theft of company intellectual property. Specifically, it was determined that you [briefly describe action, e.g., downloaded proprietary code, transferred trade secrets to a personal device, or shared confidential client lists] without authorization.

This conduct constitutes a material breach of your employment contract, the company's Code of Conduct, and the Non-Disclosure Agreement (NDA) you signed on [Date]. Such actions represent a fundamental violation of trust and company policy.

Please note the following regarding your departure:

- **Final Pay:** Your final paycheck, including all earned wages and accrued vacation time (where applicable by law), will be issued on [Date/Method].
- **Company Property:** You are required to return all company property, including laptops, keys, and access badges, by [Time] on [Date].
- **Ongoing Obligations:** We remind you that your obligations under the signed Non-Disclosure and Non-Compete Agreements remain in effect after your termination. You are legally prohibited from using, sharing, or retaining any proprietary information belonging to [Company Name].

The company reserves all rights to pursue further legal action, including civil litigation or criminal charges, to protect its intellectual property and recover damages.

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Title]

[Company Name]