

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Position: [Insert Job Title]

Subject: Notice of Termination for Data Theft and Privacy Fraud

Dear [Employee Name],

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

Following a comprehensive internal investigation, it has been determined that you have engaged in serious misconduct involving data theft and privacy fraud. Specifically, the investigation found evidence of the following:

- Unauthorized access and extraction of confidential company data.
- Manipulation or fraudulent use of private information belonging to [customers/clients/employees].
- Violation of the company's Data Protection Policy and Confidentiality Agreement.

These actions constitute a fundamental breach of your employment contract and a violation of state and federal privacy laws. Due to the gravity of these violations, your termination is classified as "for cause."

Please note the following regarding your departure:

- **Final Pay:** Your final paycheck, including any accrued wages up to this date, will be issued on [Date/Method].
- **Company Property:** You are required to immediately return all company property, including laptops, mobile devices, access badges, and storage media.
- **Post-Employment Obligations:** You are reminded that your legal obligation to maintain the confidentiality of company trade secrets and proprietary information remains in effect indefinitely.

The company reserves the right to pursue further legal action, including reporting this matter to law enforcement or regulatory authorities, should it be deemed necessary to protect our data and stakeholders.

If you have questions regarding your remaining benefits, please contact the Human Resources Department at [Phone Number].

Regards,

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