

[Current Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Notice of Termination for Breach of Contract

Dear [Employee Name],

This letter is to formally notify you that your employment with [Company Name] is terminated, effective [Effective Date].

This decision has been made due to a material breach of your Employment Agreement dated [Date of Contract]. Specifically, you have violated the following provision(s):

[Insert Clause Number and Description of Breach, e.g., Section 4: Non-Disclosure Agreement / Gross Misconduct / Failure to Perform Duties].

The details of the breach are as follows: [Insert brief factual description of the incident or violation].

As a result of this material breach of contract, you are being terminated "For Cause." Under the terms of your Employment Agreement, termination for cause disqualifies you from any severance pay, notice pay, or additional compensation beyond your earned wages and accrued benefits as required by law.

Regarding your final details:

- **Final Pay:** Your final paycheck, including wages earned through [Last Day Worked], will be issued on [Date] via [Payment Method].
- **Benefits:** Information regarding your benefits status and COBRA eligibility, if applicable, will be sent to you under separate cover.
- **Company Property:** Please return all company property, including keys, laptop, and access badges, by [Deadline Date].

Please be reminded that your post-employment obligations regarding [Confidentiality / Non-Compete / Non-Solicitation] remain in full force and effect.

Sincerely,

[Signature]

[Name of Sender]

[Title]

[Company Name]