

[Company Name]
[Company Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

RE: NOTICE OF TERMINATION FOR CAUSE

Dear [Employee Name],

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

This decision has been made following an investigation into a material breach of the Confidentiality Agreement signed by you on [Date of Agreement]. Specifically, it was determined that you [describe breach, e.g., shared proprietary trade secrets / disclosed client data / leaked internal financial documents] to an unauthorized third party on [Date of Incident].

Because your employment is being terminated for cause due to a willful violation of company policy and a breach of your contractual obligations, you are not eligible for severance pay or any related separation benefits. Your final paycheck, including all wages earned through your final day of work, will be [issued via direct deposit / mailed to your address] on [Date].

Please be reminded that your legal obligations regarding the non-disclosure of [Company Name]'s proprietary information, trade secrets, and intellectual property remain in effect indefinitely following your departure. The company reserves the right to pursue further legal action should any additional damages arise from this breach.

Please return all company property, including keys, identification badges, and electronic devices, by [Time] on [Date].

Sincerely,

[Signature]
[Name of Sender]
[Title]
[Company Name]