**Date:** [Insert Date]

**To:** [Employee Name]
**Employee ID:** [Insert ID Number]

**Subject: Notice of Termination of Employment**

Dear [Employee Name],

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

This decision has been made following an investigation into your conduct regarding unauthorized video recording within the workplace on [Date of Incident]. It has been determined that you recorded [describe what was recorded, e.g., private meetings/colleagues/proprietary areas] without prior consent or legal authorization.

This action constitutes a serious violation of our company policies, specifically the [Name of Policy, e.g., Code of Conduct/Privacy Policy], as well as a breach of confidentiality and trust. Such behavior creates a hostile environment and compromises the privacy of our staff and clients.

Regarding your final compensation:

- Your final paycheck, including pay for hours worked up to this date, will be [issued via direct deposit / mailed to your address] on [Date].
- [Insert information regarding accrued vacation or benefits if applicable].

Please return all company property, including keys, ID badges, and electronic devices, to [Department/Person] by [Time/Date]. You are also reminded of your ongoing obligations regarding the non-disclosure of confidential company information.

Any questions regarding your benefits or taxes should be directed to the Human Resources Department at [Phone Number/Email].

Regards,

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