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

[Date]

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

Subject: Notice of Termination of Employment

Dear [Employee Name],

Please be advised that your employment with [Company Name] is terminated, effective immediately, [Date].

This decision has been made following an investigation into your conduct regarding the unauthorized audio recording of [colleagues/management/meetings] on [Date of incident]. It has been confirmed that you recorded private conversations without the consent of the parties involved and without authorization from the company.

This action is a direct violation of [Company Name]'s Code of Conduct, Privacy Policy, and [mention specific employee handbook clause]. Such behavior constitutes a serious breach of trust and a violation of professional ethics.

Your final paycheck, including payment for all hours worked up to this date and any accrued [vacation/PTO] time, will be [issued today / mailed to your address on file].

Please return all company property, including keys, ID badges, and electronic devices, to [Name/Department] by [Time] today.

Regarding your benefits, you will receive a separate letter outlining your rights under [COBRA/other relevant laws] and the status of your retirement accounts.

You are reminded of your ongoing obligations regarding the confidentiality of company information as per your signed employment agreement.

Sincerely,

[Your Signature]

[Your Name]
[Your Title]