

Date: [Insert Date]

To: [Agent Name]

Agent ID: [Insert ID Number]

Address: [Insert Agent Address]

Subject: Notice of Immediate Disqualification and Contract Termination

Dear [Agent Name],

Please be advised that your affiliation with [Company Name] is hereby terminated, and you are officially disqualified from acting as an agent on our behalf, effective immediately: [Insert Date].

This decision has been made following a formal review of your recent conduct, which has been identified as a direct violation of our company policies regarding [Insert Specific Policy, e.g., Ethical Conduct, Data Privacy, or Financial Transparency]. Specifically, the following misconduct was identified:

- [Insert Brief Description of Incident/Violation]

As a result of this disqualification:

- You must immediately cease all representation of [Company Name].
- Access to all company portals, databases, and proprietary tools has been revoked.
- You are required to return all company property, including marketing materials and client files, by [Insert Date].
- Any pending commission payments will be audited and handled in accordance with the terms of your signed agreement.

Please be reminded that your obligations regarding non-disclosure and confidentiality remain in effect despite this termination. [Company Name] reserves the right to pursue further legal action if deemed necessary.

Direct any inquiries regarding this matter to the Human Resources or Legal Department at [Insert Phone Number/Email].

Sincerely,

[Your Name]

[Your Title]

[Company Name]