

Dismissal Notice

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] is terminated effective immediately due to a breach of confidentiality policy as outlined in your employment agreement.

On [insert date of incident], it was brought to our attention that you [briefly describe the breach]. This action is a violation of our company policies, specifically [refer to specific policy or section], which emphasizes the importance of maintaining confidentiality concerning our clients and internal matters.

As a result of this breach, we must take appropriate action to protect our business and stakeholders. You will receive your final paycheck, including any accrued vacation time, by [insert payment date]. Please return any company property in your possession by [insert return date].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]