

# Severance Notice

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] is being terminated, effective immediately, due to a breach of confidentiality obligations as outlined in your employment agreement and the company's policies.

This decision has been made after careful consideration of the circumstances surrounding the breach, which has put the company and its stakeholders at risk. We take the protection of confidential information very seriously, and any violations are treated with utmost severity.

Your final paycheck, including any accrued vacation time, will be processed and sent to you shortly. Please return any company property in your possession by [Insert Return Date].

If you have any questions regarding this notice or your final paycheck, please contact [HR Contact Information].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]