

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to formally notify you of the termination of your employment with [Company Name], effective immediately.

As discussed in our prior meetings, it has come to our attention that you have breached the confidentiality agreement that you signed upon your employment with [Company Name]. Specifically, [briefly describe the nature of the breach]. This violation is taken very seriously, as it compromises the integrity of our operations and the trust placed in us by our clients and partners.

Due to the severity of this breach, we have no choice but to terminate your employment. Your final paycheck, including any accrued vacation time, will be mailed to you within the next [specify time frame].

We ask that you return any company property in your possession, including [list items, e.g., keys, company files, equipment], by [specify date].

We appreciate your contributions during your time with us and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]