

Confidentiality Breach Termination Letter

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 the confidentiality agreement you signed on [Insert Date]. This breach has resulted in a violation of company policy and has jeopardized the trust and integrity of our operations.

Please return all company property in your possession, including documents, electronic devices, and any other materials that belong to [Company Name]. Your final paycheck will be mailed to your address on record.

We encourage you to reflect on this matter and understand the serious implications of a confidentiality breach in a professional setting.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]