

Employment 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 being terminated effective immediately due to a breach of confidentiality.

On [insert date of incident], it was discovered that you disclosed confidential information regarding [describe the confidential information] to unauthorized parties. This action violates our company policy and compromises the trust and integrity that is essential to our business operations.

As a result of this breach, we have no choice but to terminate your employment. You are required to return any company property, including [list company property], by [insert deadline].

We recommend that you seek legal counsel if you have any questions regarding this decision.

Thank you for your contributions to [Company Name]. We wish you well in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]