

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Termination of Contract Due to Breach of Confidentiality

We regret to inform you that your contract with [Your Company Name] dated [Contract Date] has been terminated effective immediately due to a breach of the confidentiality provisions specified in Section [Specify Section] of the contract.

Despite previous warnings and discussions regarding this matter, it has come to our attention that confidential information was disclosed without proper authorization. This violation not only jeopardizes our company's integrity but also undermines the trust that is essential in our professional relationship.

As per the terms of the contract, you are required to return all confidential information and company property immediately. Any further unauthorized use of our confidential information will be dealt with seriously.

We appreciate your understanding in this matter and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]