

Termination of Employment

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Address]

[City, State, Zip Code]

Subject: Termination of Employment for Breach of Confidentiality

Dear [Employee's Name],

We are writing to formally notify you of the termination of your employment with [Your Company Name] effective immediately as of [Termination Date]. This action is taken due to a breach of the confidentiality agreement you signed on [Date of Agreement].

[Briefly describe the nature of the breach and any relevant details.]

We take breaches of confidentiality seriously as they compromise the trust and integrity essential for our business operations. As a result, this decision is final and effective immediately.

Please return any company property in your possession to the HR department by [Return Date]. Your final paycheck will be processed according to company policy and delivered to you accordingly.

Thank you for your contributions during your time with us. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]