

Notice of Termination

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to formally notify you of the termination of your [employment/contract] with [Company Name] effective immediately due to a breach of confidentiality as outlined in our confidentiality agreement.

It has come to our attention that you have disclosed confidential information regarding [specific details of the breach] to unauthorized parties. This action has violated the trust and the terms of our agreement, and we take such breaches very seriously.

Your final paycheck, including any accrued benefits, will be processed in accordance with company policy. Please return any company property in your possession by [insert return date].

If you have any questions regarding this matter, please contact [Contact Person/Department] at [Contact Information].

We regret that it has come to this, and we wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Company Phone Number]

[Company Email]