

# Termination of Employment

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employee Name]

[Employee Position]

[Employee Address]

[City, State, Zip Code]

## **Subject: Termination of Employment**

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] is being terminated effective immediately due to a violation of our confidentiality agreement.

It has come to our attention that you have disclosed sensitive company information to unauthorized parties, which is a serious breach of trust and company policy. As outlined in your employment contract and our employee handbook, maintaining the confidentiality of company information is paramount to our operations.

We have investigated this matter thoroughly, and based on the findings, we have no choice but to terminate your employment to protect the integrity and confidentiality of our business.

Please arrange to return any company property in your possession and disconnect from all company accounts by [specific date]. You will receive payment for any outstanding wages and accrued vacation time as per our company policy.

We appreciate your contributions during your time here and wish you the best in your future endeavors.

Thank you for your understanding.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Position]