

Data Protection Breach Termination Notice

Date: [Insert Date]

To: [Employee/Contractor Name]

Address: [Insert Address]

Dear [Employee/Contractor Name],

We regret to inform you that, due to a serious breach of our data protection policies, your employment/contract with [Company Name] is hereby terminated effective immediately.

This decision follows a thorough investigation into the incident, which has compromised the confidentiality and integrity of sensitive information. As a result, we have determined that this breach is a violation of our trust and policies which require us to act to protect our clients and employees.

You are required to return any company property in your possession by [insert date]. Additionally, your final paycheck will be processed and sent to you in accordance with company policy.

Please acknowledge receipt of this notice by signing and returning the enclosed copy.

We thank you for your past contributions and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

Enclosure: Copy of Termination Notice