

# Dismissal Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

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

On [date of incident], it was discovered that you [describe the breach briefly regarding confidentiality, security, etc.]. This action is in direct violation of our data protection protocols and puts the organization and our clients at considerable risk.

As a consequence of this serious misconduct, we have no alternative but to terminate your employment. Please arrange to return any company property in your possession.

You will receive your final paycheck, including any outstanding vacation pay, in due course. Should you have any questions regarding this decision or your final payments, please do not hesitate to contact our HR department at [HR contact information].

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]