

Termination of Employment

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] is terminated effective immediately due to a serious data security incident that occurred on [insert date of incident]. After a thorough investigation, it has been determined that you were involved in actions that compromised sensitive company data.

This decision is in accordance with our company policies regarding data security and confidentiality. Protecting our clients' and company information is of the utmost importance, and we take violations of this policy very seriously.

Please return all company property, including keys, access cards, and any confidential materials, by [insert return date]. You will receive your final paycheck and any accrued benefits in accordance with state law.

If you have any questions regarding this termination, please contact [HR Contact Name] at [HR Contact Phone Number] or [HR Contact Email].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]