

Exit Notice

Date: [Insert Date]

To: [Employee's Name]

From: [Your Company Name]

Dear [Employee's Name],

We regret to inform you that effective immediately, your employment with [Your Company Name] has been terminated following the recent allegations of data breaches associated with your actions.

Your access to company systems and data has been revoked. Please return any company property you may have in your possession within the next 24 hours.

We take these matters very seriously, and as a result, all necessary actions will be taken to safeguard our company and its assets.

If you have any questions regarding your final paycheck or benefits, please contact the HR department.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]