

Notice of Termination

Date: [Insert Date]

To: [Employee's Name]

Address: [Employee's Address]

Dear [Employee's Name],

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

On [insert date of incident], it was brought to our attention that you [briefly describe the breach of data policy]. This action is in violation of our company policies, which were outlined during your onboarding process.

As a result of this breach, we are left with no choice but to take immediate action to protect our company and our clients. Your final paycheck, including any accrued vacation days, will be provided to you on your scheduled pay date.

Please return any company property in your possession by [insert date]. Should you have any questions regarding your final paycheck or the return of company property, please contact [HR Contact Name and Information].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]