

Separation Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that due to the recent data breach incident that has affected our organization, we must take immediate action to safeguard our sensitive information and ensure the integrity of our operations.

As of [Insert Separation Date], your employment with [Company Name] will be terminated. This decision was made in accordance with our company policies and the necessity to maintain the security of our data.

Please return all company property by [Insert Return Date]. This includes but is not limited to: access keys, electronic devices, and any confidential information belonging to [Company Name].

You will receive your final paycheck, including any accrued vacation time, on your last working day. Please feel free to reach out to HR at [HR Contact Information] for assistance regarding your final settlement and any questions you may have.

We appreciate your contributions during your tenure at [Company Name] and wish you the best in your future endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]