

# Notice of Separation

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 breach of trust. This decision has been made following a thorough investigation into the circumstances surrounding your conduct.

The specific reasons for this decision include [briefly outline the details of the breach, e.g., unauthorized access to confidential information, theft, etc.]. This behavior is not in accordance with our company policies and values.

As per company policy, you will receive your final paycheck, including any accrued vacation days, on your regular pay schedule. Please return all company property by [insert return date].

We appreciate your contributions during your time with us and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]