

Letter of Cessation of Engagement

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Cessation of Engagement Due to Unauthorized Actions

We regret to inform you that effective immediately, we are terminating our engagement with you due to unauthorized actions that have come to our attention. Despite previous discussions regarding compliance with our policies, we have found continued violations that compromise the integrity of our partnership.

We take these matters seriously and can no longer continue our relationship under these circumstances. Please ensure that all company materials and confidential information in your possession are returned by [Return Date].

We appreciate the work that has been done thus far, but we must prioritize the security and reputation of our organization.

Should you have any questions, please feel free to contact me directly.

Sincerely,

[Your Name]

[Your Position]

[Your Company]