

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Contractor Name]  
[Contractor Address]  
[City, State, Zip Code]

**RE: NOTICE OF TERMINATION OF CONTRACT FOR BREACH OF  
CONFIDENTIALITY**

Dear [Contractor Name],

This letter serves as formal notice that [Your Company Name] is terminating the Contractor Agreement dated [Start Date of Contract] effective immediately.

This termination is for cause due to a material breach of the confidentiality provisions set forth in Section [Section Number] of our Agreement. Specifically, it has come to our attention that the following infraction occurred: [Briefly describe the breach/incident].

As a result of this violation, please adhere to the following instructions:

- Cease all work on behalf of [Your Company Name] immediately.
- Return all company property, including hardware, software, and physical documents, by [Date].
- Permanently delete or destroy all digital copies of confidential information and trade secrets in your possession.

We remind you that your obligations regarding non-disclosure and the protection of confidential information remain in effect even after the termination of this contract. [Your Company Name] reserves all rights to pursue further legal remedies for any damages resulting from this breach.

Please acknowledge receipt of this letter by signing and returning a copy to us.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]