

Date: [Insert Date]

To: [Employee Name]
[Employee ID/Position]

Subject: Notice of Termination of Employment

Dear [Employee Name],

This letter serves as formal notification that your employment with [Company Name] is terminated, effective immediately, [Date].

This decision has been made following an investigation into a breach of the Non-Disclosure Agreement (NDA) you signed on [Date of Signature]. Specifically, it has been determined that you disclosed confidential company information regarding [briefly mention the nature of the breach, e.g., trade secrets, client lists, or financial data] to [unauthorized party/public platform].

This action constitutes a material breach of your employment contract and company policy. As a result, your termination is for cause.

Please note the following regarding your departure:

- **Final Pay:** Your final paycheck, including any accrued wages and compensation required by law, will be issued on [Date] via [Payment Method].
- **Company Property:** You are required to return all company property, including laptops, keys, access badges, and files, by [Time/Date].
- **Continuing Obligations:** We remind you that your obligations under the Non-Disclosure Agreement regarding the protection of proprietary information remain in effect even after your termination. The company reserves the right to pursue further legal action should additional damages occur.

Please direct any questions regarding your benefits or final compensation to the Human Resources Department at [Phone Number/Email].

Sincerely,

[Your Name]
[Your Title]
[Company Name]