Date: [Insert Date]

To: [Contractor Name]
Company: [Contractor Company Name, if applicable]
Address: [Contractor Address]

Subject: Notice of Immediate Termination of Contract

Dear [Contractor Name],

Please be advised that your contract with [Your Company Name] is terminated effectively immediately, [Date].

This decision has been made due to a material breach of the Non-Disclosure Agreement (NDA) signed on [Date of Agreement]. Specifically, it has come to our attention that you have violated the recruitment and non-solicitation clauses by [provide brief description of violation, e.g., unauthorized sharing of candidate data or soliciting internal staff].

As a result of this breach:

- Your access to all company systems, databases, and communication channels has been revoked.
- You must immediately return all company property, including hardware and confidential documents.
- You are reminded of your ongoing post-termination obligations regarding confidentiality and trade secrets as outlined in your contract.

Final payment for services rendered up to this date will be processed and sent to you by [Date]. We reserve all rights to pursue further legal action or seek damages resulting from this breach of contract.

Sincerely,

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