

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address]

**Subject: Notice of Contract Termination - Breach of Candidate Data Confidentiality**

Dear [Recipient Name],

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

This decision has been made due to a material breach of the confidentiality obligations outlined in Section [Number] of our agreement. Specifically, it has come to our attention that unauthorized disclosure or mishandling of candidate personal data occurred on [Date of Incident].

The security of candidate information is a critical priority, and this violation constitutes a direct breach of the Non-Disclosure Agreement (NDA) and data protection protocols established between our firms.

In accordance with the termination procedures, please ensure the following:

- Immediately cease all processing of data related to our candidates.
- Return or certify the destruction of all confidential candidate records and proprietary information in your possession.
- Submit a final invoice for services rendered up to the date of this notice.

We reserve all rights to pursue further legal remedies regarding any damages resulting from this breach.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]