

[Date]

[Employee Name]

[Employee ID]

[Department]

**Subject: Notice of Termination of Employment**

Dear [Employee Name],

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

This decision has been made following an investigation into the unauthorized disclosure of confidential recruitment information. Specifically, it was determined that you [describe incident, e.g., shared candidate resumes / disclosed interview questions / leaked salary offer details] to [unauthorized party] on [Date].

Such actions constitute a serious breach of the Confidentiality Agreement and the Employee Code of Conduct you signed on [Date of Signing]. The protection of candidate privacy and proprietary hiring processes is a fundamental requirement of your role, and this violation has resulted in a loss of trust that makes continued employment impossible.

Your final paycheck, including payment for hours worked up to your final date and any accrued leave, will be [issued on Date / sent via mail]. Please return all company property, including [keys, badges, laptops, or documents], to [Department/Person] by [Time/Date].

Please be reminded that your contractual obligations regarding non-disclosure and confidentiality remain in effect even after the termination of your employment.

Regards,

[Your Name]

[Your Title]

[Company Name]