

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

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

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

Dear [Recipient Name],

Please be advised that your [employment/partnership] with [Company Name] is terminated, effective immediately, [Date].

This decision has been made following a formal investigation which confirmed that you have breached the Non-Disclosure Agreement (NDA) signed on [Date of NDA Signing]. Specifically, it was determined that you [briefly describe breach, e.g., shared proprietary candidate data / disclosed client fee structures] to an unauthorized third party.

This action constitutes a material breach of your contract and a violation of company policy regarding the protection of recruitment data and trade secrets.

Please note the following regarding your departure:

- **Continuing Obligations:** Your obligation to maintain the confidentiality of all proprietary information, client lists, and candidate records remains in effect indefinitely as per the terms of your NDA.
- **Return of Property:** You are required to return all company property, including laptops, access badges, and digital files, by [Time/Date].
- **Final Payment:** Your final compensation and any accrued benefits will be processed and sent to you by [Date].

We remind you that any further disclosure of [Company Name]'s confidential information will result in immediate legal action to seek damages and injunctive relief.

Sincerely,

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