

Date: [Date]

To: [Contractor Name]

[Contractor Address]

[City, State, Zip Code]

Subject: Notice of Termination of Contract for Breach of Non-Disclosure Agreement

Dear [Contractor Name],

Please be advised that [Recruitment Agency Name] is terminating your independent contractor agreement, effective immediately, [Date].

This decision has been made following a formal review which determined that you have breached the Non-Disclosure Agreement (NDA) signed on [Date of NDA]. Specifically, it has come to our attention that you [Insert brief description of breach, e.g., shared confidential client data with an unauthorized third party].

Due to the serious nature of this breach and the violation of the trust essential to our partnership, we are exercising our right to terminate your services for cause.

Action Required:

- Immediately cease all work on behalf of [Recruitment Agency Name] and our clients.
- Return all company-provided equipment, badges, and materials by [Date].
- Permanently delete any confidential digital files, client lists, or trade secrets in your possession.
- Provide written confirmation that all sensitive data has been destroyed or returned.

Please be reminded that your obligations regarding confidentiality and non-disclosure survive the termination of this contract. [Recruitment Agency Name] reserves the right to pursue further legal action to protect our intellectual property and recover any damages resulting from this breach.

Any final payments owed for work completed prior to this breach will be processed according to the terms of your contract, subject to any offsets for damages incurred.

Sincerely,

[Your Name]

[Your Title]

[Recruitment Agency Name]