

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

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

RE: NOTICE OF CONTRACT TERMINATION FOR CAUSE

Dear [Contractor Name],

Please be advised that [Company Name] is terminating your independent contractor agreement, effective immediately, dated [Date]. This decision follows a formal investigation into a breach of the Non-Disclosure Agreement (NDA) signed by you on [NDA Signing Date].

Specifically, it has been determined that you engaged in the following non-compliant activity: [Briefly describe breach, e.g., unauthorized sharing of candidate database/client contact details].

Due to the nature of this breach, the following actions are required:

- **Termination of Access:** All access to the company CRM, email, and internal recruitment tools has been revoked.
- **Return of Property:** You must return all company-owned hardware and proprietary documents by [Date].
- **Confidentiality Obligations:** Despite this termination, your obligations regarding the protection of trade secrets, client lists, and candidate data remain in effect indefinitely as per your signed agreement.

Regarding compensation, you will receive a final payment for services rendered up to [Last Working Date]. Given that this termination is "For Cause" due to a breach of contract, you are not eligible for discretionary severance pay or notice period compensation.

The company reserves all rights to pursue further legal remedies, including seeking injunctive relief or damages resulting from this breach of confidentiality.

Please acknowledge receipt of this letter by signing and returning a copy to [Email/Address].

Sincerely,

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

Acknowledgment:

I acknowledge receipt of this termination notice and understand my ongoing obligations regarding the Non-Disclosure Agreement.

Signature: _____ Date: _____