

Date: [Insert Date]

To: [Contractor Name]

[Contractor Address]

[City, State, Zip Code]

Subject: NOTICE OF TERMINATION OF CONTRACT

Dear [Contractor Name],

This letter serves as formal notification that [Recruitment Agency Name] is terminating your contract, effective immediately, [Date].

This decision follows a formal investigation into a recent data breach involving recruitment client data. It has been determined that your actions resulted in the unauthorized access and/or disclosure of sensitive client information, which constitutes a material breach of the confidentiality and data protection clauses outlined in your Independent Contractor Agreement dated [Original Contract Date].

Due to the severity of this security incident and the resulting breach of trust, your access to all company systems, databases, and communication channels has been revoked. You are required to:

- Immediately cease all work on behalf of [Recruitment Agency Name].
- Return all company-owned property, including hardware and access badges, by [Date].
- Permanently delete any client data, candidate records, or proprietary information stored on personal devices or cloud storage.
- Certify in writing that you have complied with the data destruction requirements.

Please be reminded that your obligations regarding non-disclosure and confidentiality remain in effect even after the termination of this contract. [Recruitment Agency Name] reserves the right to pursue further legal action or seek damages resulting from this data breach.

Final payment for services rendered up to the date of termination will be processed and sent to you by [Date], subject to any offsets for damages incurred.

Sincerely,

[Your Name]

[Your Title]

[Recruitment Agency Name]