

[Date]

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

Subject: Notice of Termination of Independent Consultancy Agreement

Dear [Consultant Name],

Please be advised that your independent consultancy agreement with [Company Name], dated [Original Contract Date], is hereby terminated effective immediately, [Today's Date].

This decision has been made following a confirmed breach of the Confidentiality and Non-Disclosure clauses outlined in Section [Number] of your agreement. Specifically, it has come to our attention that you have [Briefly describe violation, e.g., shared sensitive candidate data / disclosed proprietary client fee structures] to an unauthorized third party.

As a result of this material breach:

- All access to company databases, applicant tracking systems, and internal communication channels has been revoked.
- You are required to immediately return or destroy all proprietary information, candidate resumes, and client contact lists in your possession.
- A final payment for services rendered up to [Date of Breach] will be processed by [Date], subject to any offsets permitted by law.

We remind you that your obligation to maintain the confidentiality of [Company Name]'s trade secrets and proprietary information remains in effect even after the termination of this agreement. We reserve all rights to pursue legal remedies for any damages resulting from this breach.

Please acknowledge receipt of this letter and confirm in writing that all company data has been deleted from your personal devices.

Regards,

[Signature]
[Name of Sender]
[Title]
[Company Name]