Certainly. Below is a formal termination letter for Adyant Pandey, effective immediately, due to a policy breach in the data science department.

**[Company Letterhead]**

**[Date]**

**Adyant Pandey**  
[Employee’s Address]  
[City, State, ZIP Code]

Dear Mr. Pandey,

Subject: Termination of Employment

This letter serves to formally notify you of your termination from [Company Name]. Your last day of employment will be [Last Day of Employment, e.g., “June 30, 2023”].

**Reason for Termination:** Your employment with [Company Name] is being terminated effective immediately due to a policy breach related to [specific policy violation, e.g., “accessing confidential client data without authorization”]. This action was taken following a thorough investigation into the incident.

**Final Pay:** You will receive your final paycheck on your next scheduled payday, which includes all accrued but unused vacation time and any other applicable benefits as per our company policy. Any outstanding expenses or deductions will be deducted from your final payment.

**Health Insurance Continuation:** You have the option to continue your health insurance coverage under COBRA for a period of up to 18 months. Please contact the Human Resources Department for further details regarding this continuation.

**Return of Company Property:** Please return all company property, including but not limited to laptops, smartphones, keys, and any other company-issued items, by the end of today. Failure to do so may result in additional charges.

**Confidentiality Agreement:** You are required to maintain the confidentiality of all company information and must not disclose any proprietary or confidential information to third parties. This obligation continues even after your employment ends.

If you have any questions or require assistance with the transition, please do not hesitate to contact the Human Resources Department at [HR Contact Information].

We appreciate your contributions to [Company Name] and wish you the best in your future endeavors.

Sincerely,

[Your Full Name]  
[Your Job Title]  
[Company Name]  
[Contact Information]

Please ensure that all specific details such as the exact date of termination, the nature of the policy breach, and any relevant company policies are accurately reflected in the document. This letter should be reviewed by a legal professional if necessary to ensure compliance with local laws and regulations.