

Employee Discharge Letter

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] will be terminated effective immediately as of [Date of Termination]. This decision has been made after careful consideration and is based on [brief reasons for discharge, if appropriate].

You will receive your final paycheck, including any unused vacation days, by [date of final paycheck].

Please return any company property prior to your departure.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]