

# Employee Discharge Letter

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Address: [Insert Employee Address]

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] has been terminated effective immediately due to violations of company policies.

This decision is based on the following rule violations:

- [Specify Rule Violation 1]
- [Specify Rule Violation 2]
- [Specify Rule Violation 3]

We have provided you with prior warnings regarding these violations, and after careful consideration, we found no alternative but to terminate your employment.

Please return any company property by [Insert Deadline]. Your final paycheck will be processed and mailed to your address on file.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]