

# Discontinuation of Employment

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] is being discontinued effective immediately due to your violation of company rules and protocols.

During your tenure with us, you were made aware of the expectations regarding conduct and compliance with company policies. However, the following incidents have led to this decision:

- [Incident 1: Brief description]
- [Incident 2: Brief description]
- [Incident 3: Brief description]

Such violations compromise the integrity of our work environment and cannot be overlooked.

Your final paycheck, including any outstanding wages and accrued vacation time, will be processed and sent to you within the next [specify timeframe]. Please return any company property in your possession by [insert return date].

If you have any questions regarding this decision or need further information, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]