

Discharge Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to formally inform you of the decision to terminate your employment with [Company Name] effective immediately due to the unfavorable results of your recent performance assessment.

During the assessment period, we observed several areas where your performance did not meet the expectations of your role, specifically in [mention specific areas of concern]. Despite our discussions and the support provided to help you improve, we have not seen the necessary changes.

Your final paycheck, including any accrued vacation time, will be processed and mailed to your address on file. You are also entitled to [mention any other benefits, if applicable].

We appreciate your contributions to the company and wish you the best in your future endeavors.

Sincerely,
[Your Name]
[Your Title]
[Company Name]