

Discharge Letter

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 terminated effective immediately due to repeated violations of workplace safety rules.

Despite prior warnings and discussions regarding your adherence to safety protocols, we have observed the following violations:

- [Detail specific violation 1]
- [Detail specific violation 2]
- [Detail specific violation 3]

The safety of our employees is our highest priority, and your actions have not aligned with our commitment to maintaining a safe work environment.

Please return any company property in your possession before [insert deadline]. Your final paycheck will be processed and sent to your address on file.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]