

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] will be discontinued effective [Effective Date]. This decision has been made due to your ongoing non-compliance with the company's policies and performance standards.

Despite previous discussions and opportunities for improvement, we have not observed the necessary changes. As a result, we must take this step to maintain the integrity and performance of our team.

Please arrange to return all company property by [Return Deadline]. You will receive your final paycheck on [Paycheck Date] along with information regarding your benefits and final entitlements.

We appreciate the contributions you have made during your time with us and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]