

Notice of Discontinuation of Employment

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] is hereby discontinued effective immediately due to misconduct.

Your actions on [specific date or dates] were found to be in violation of our company policies, specifically [mention specific policy violated]. As a result of this misconduct, we have no choice but to terminate your employment.

You will receive your final paycheck, including any outstanding wages and accrued vacation, in accordance with state law.

If you have any company property, please arrange to return it no later than [final return date].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]