

# Employee Discharge Letter

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Address: [Insert Employee Address]

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] is being terminated effective immediately due to a breach of conduct.

This decision is based on [specific reasons for the discharge, e.g., violation of company policies, inappropriate behavior, etc.]. As previously discussed in meetings on [insert dates of previous discussions], we have made it clear that such actions are not acceptable within our organization.

We appreciate the contributions you have made during your time with us. Your final paycheck will be processed and sent to you in accordance with our company policies.

If you have any company property, please return it to HR by [insert deadline]. You will also be provided with information regarding your benefits and rights.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]