

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] has been terminated effective immediately due to insubordination.

Your repeated failure to follow direct instructions from management, specifically [provide specific examples or incidents], has necessitated this action. Despite prior discussions regarding your behavior, there has been no improvement.

You will receive your final paycheck, including accrued vacation time, which will be forwarded to you by [date]. Please return any company property in your possession by [date].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]