

Discharge Letter for Workplace Harassment

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to inform you of your discharge from [Company Name], effective immediately. This decision was made as a result of our investigation into the allegations of workplace harassment that occurred on [specific dates or time frame].

Our investigation concluded that your actions are in direct violation of our workplace harassment policy and have created an unsafe environment for your colleagues. We take such matters very seriously and are committed to maintaining a respectful and professional workplace for all employees.

You will receive your final paycheck, including any accrued vacation time, on your next scheduled payday. We request that you return any company property, including keys, IDs, and electronic devices, to the HR department by [return date].

If you have any questions regarding your final paycheck or the return of company property, please contact [HR Contact's Name] at [HR Contact's Phone Number/Email Address].

We hope you understand the seriousness of this situation and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]