

# Job Discontinuation Notice

Date: [Insert Date]

To: [Employee's Name]

Address: [Employee's Address]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] is being terminated effective immediately due to recurrent rule infractions. Despite previous discussions and warnings regarding your conduct, we have observed a pattern of behavior that violates our company policies.

Specifically, the following infractions were noted:

- [Infraction 1 with date]
- [Infraction 2 with date]
- [Infraction 3 with date]

We have provided you with opportunities to correct your behavior, but unfortunately, there has not been sufficient improvement. Your last chance to address these issues was on [insert date], and we believed you understood the seriousness of this situation.

Your final paycheck, including any accrued vacation, will be processed and sent to your address on file. Please return any company property by [insert return date].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]