

[Your Name]
[Your Title]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employee's Name]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],

This letter serves as formal notice of your discharge from employment with [Company Name], effective [Termination Date].

The decision to terminate your employment is based on [reason for discharge, e.g., violation of company policy, performance issues, etc.]. Despite previous discussions and attempts to address these issues, we have not seen the necessary improvement.

Please arrange to return any company property in your possession by [return date]. You will receive your final paycheck, which includes [details about final pay, benefits, etc.].

If you have any questions regarding your final compensation or benefits, please contact [HR contact name] at [HR contact information].

We wish you all the best in your future endeavors.

Sincerely,
[Your Name]
[Your Title]
[Company Name]