

FINAL NOTICE OF ADMINISTRATIVE DISCHARGE

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

ID Number: [Insert ID Number, if applicable]

Subject: Formal Notification of Administrative Discharge

Dear [Recipient Name],

This letter serves as official and final notification that you are being administratively discharged from [Organization/Company Name], effective [Effective Date].

This decision has been made based on the following grounds:

- [Reason 1: e.g., Failure to meet performance standards]
- [Reason 2: e.g., Violation of organizational policy dated MM/DD/YYYY]
- [Reason 3: e.g., Exhaustion of administrative leave/remedies]

Prior notices regarding these matters were issued to you on [Date of First Notice] and [Date of Second Notice]. As the requirements for retention have not been met, this administrative action is now final.

Next Steps and Requirements:

- Return all company property (keys, ID badges, equipment) by [Date].
- Your final compensation and benefits information will be sent via [Mail/Email] by [Date].
- [Optional: Information regarding appeal rights or grievance procedures].

Please acknowledge receipt of this letter by signing and returning the enclosed copy.

Sincerely,

[Signature]

[Name of Administrator/Officer]

[Title]

[Organization Name]

Acknowledgment of Receipt:

I hereby acknowledge that I have received this Final Notice of Administrative Discharge.

Signature: _____ Date: _____