

[Your Company Letterhead]

[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] will be terminated effective [Date]. This decision is based on [brief reason for dismissal, e.g., performance issues, company restructuring, etc.].

You will receive your final paycheck, including any remaining vacation balance, on your last working day. Please arrange to return any company property by [Return Date].

We appreciate your contributions to the team and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]