

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Notice of Dismissal

We regret to inform you that, effective [Termination Date], your employment with [Company Name] will be terminated. This decision has not been made lightly and follows a thorough review of your performance and conduct during your time with us.

Reasons for Dismissal:

- [Reason 1: Be specific about the issue]
- [Reason 2: Be specific, if applicable]
- [Additional reasons if necessary]

Despite previous discussions regarding these issues, we have not seen the necessary improvement, and we believe it is in the best interest of both parties to terminate your employment.

Your final paycheck will be issued to you on your last working day, and it will include any accrued vacation time and other entitlements. Please return all company property, including [list any relevant company property], by your last day.

We recommend you contact [HR Contact Name] at [HR Contact Phone/Email] for details regarding your benefits and any other questions you may have regarding this process.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]