

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Employee Dismissal Notification

We regret to inform you that your employment with [Company Name] will be terminated effective [Date of Termination]. This decision has been made after careful consideration and is based on [reason for dismissal, e.g., performance issues, violation of company policy, etc.].

Your last working day will be [Last Working Day]. Please arrange to return any company property in your possession on or before that date.

You will receive your final paycheck, including any outstanding wages and accrued vacation days, in accordance with our payroll schedule.

If you have any questions, please feel free to reach out to [HR Contact Name] at [HR Contact Phone Number] or [HR Contact Email].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]