

[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 your employment with [Company Name] will be terminated effective [termination date]. This decision has been made due to [reason for termination].

Your final paycheck, including any accrued vacation days, will be provided to you on your last day of work. Please return all company property, including [list any relevant items, e.g., keys, equipment, documents] by your termination date.

You are encouraged to reach out to [HR contact name or appropriate person] for any further information regarding your benefits and final compensation.

We appreciate your contributions during your time with us and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]