

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Notice of Job Dismissal

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

Your final paycheck, including any accrued vacation or leave, will be processed and sent to you by [date]. Please return any company property in your possession to [designated person or department] by [return date].

We recommend that you contact [HR representative or department] for assistance with benefits or unemployment claims.

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]