

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

RE: Termination of Employment

We regret to inform you that your employment with [Company Name] will be terminated effective [Termination Date].

This decision has been made after careful consideration of [reason for dismissal, e.g., performance issues, policy violations, etc.]. Despite our previous discussions regarding your performance and efforts to support your improvement, we have not seen the necessary progress.

Your final paycheck, which will include payment for any unused vacation days, will be processed on your last day of employment. Please return all company property before this date.

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]