

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [termination date]. This decision has been made due to [brief reason for dismissal, e.g., performance issues, violation of company policy, etc.].

Your final paycheck, including any accrued vacation pay, will be provided to you on your last working day. Please return any company property in your possession before your departure.

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]