

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employee's Name]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],

Subject: Notice of Dismissal

I am writing to formally inform you that your employment with [Company Name] will be terminated effective [termination date].

[Optional: Brief explanation of the reasons for dismissal, e.g., performance issues, company reorganization, etc.]

Your final paycheck, including any accrued vacation days, will be provided to you on your last working day. Please return any company property by [return date].

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]