

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter serves as formal notice of your dismissal from [Company Name], effective [effective date].

This decision has been made after careful consideration and is based on [briefly state reason - e.g., performance issues, violation of company policy].

You are requested to return any company property and complete your exit interview by [date]. You will receive your final paycheck, including any accrued vacation pay, in accordance with company policy.

We appreciate your contributions to the company and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]