

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Dismissal Notification

We regret to inform you that your employment with [Company Name] will be terminated effective [termination date]. After careful consideration, we have determined that your performance has not met the expectations and standards set forth by the company.

As discussed in previous meetings, [briefly outline reasons for disengagement, e.g., performance issues, attendance concerns, etc.]. Despite our efforts to support your improvement in these areas, there has been insufficient progress.

Please arrange to return all company property in your possession by [return date]. Your final paycheck, including any accrued vacation pay, will be provided to you in accordance with company policy.

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]

[Contact Information]