

[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 [reason for dismissal, e.g., poor performance, violation of company policy, etc.].

Please return any company property in your possession by [return date]. Your final paycheck, which includes any accrued vacation time, will be processed and sent to you by [paycheck 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]

[Company Contact Information]