

****Subject:**** Important Update Regarding Your Employment

****Dear [Employee's Name],****

I hope this message finds you well.

We regret to inform you that after careful consideration, we have made the difficult decision to terminate your employment with [Company Name], effective [Termination Date].

This decision was made based on [brief reason for dismissal, e.g., performance issues, policy violations, etc.]. We have taken steps to ensure that you were given the opportunity to address these concerns during your employment.

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

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

If you have any questions or need further clarification, please feel free to reach out.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]