

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Notice of Dismissal

We regret to inform you that your employment with [Company Name] will be terminated effective immediately as of [termination date].

The decision to dismiss you was based on [briefly state reason, e.g., performance issues, violation of company policy, etc.].

Your final paycheck will include any outstanding payments and will be sent to you by [date]. Please return any company property by [date].

We appreciate the contributions you have made during your time with us.

Should you need further assistance during this transition, please feel free to reach out.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]