

[Your Name]
[Your Title/Position]
[School/Organization Name]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Teacher's Name]
[Teacher's Address]
[City, State, Zip Code]

Dear [Teacher's Name],

Subject: Notice of Dismissal

I hope this letter finds you well.

This letter serves as formal notice of your dismissal from your position as a Special Education Teacher at [School/Organization Name], effective [Last Working Day, e.g., immediately or specific date].

This decision has been made after careful consideration due to [briefly mention reasons e.g., performance issues, budget cuts, or other relevant reasons]. We appreciate your contributions during your time with us, particularly [mention any specific contributions or efforts].

Please return all school property and complete any outstanding paperwork by your final day of employment. You are welcome to meet with [HR representative or immediate supervisor] if you have any questions regarding this decision or your final paycheck.

We wish you all the best in your future endeavors.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]