

[Your Company's 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 [Last Working Day, Date].

This decision was reached after careful consideration and is based on [briefly explain reason for dismissal, e.g., performance issues, misconduct, etc.].

Please ensure that all company property is returned by your last working day. You will receive your final paycheck, including any owed vacation pay, on your regular payday.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]