

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Employee's Name]
[Employee's Address]
[City, State, ZIP Code]

Dear [Employee's Name],

Subject: Notice of Dismissal

We are writing to inform you that your employment with [Company Name] is terminated effective [Termination Date]. This decision is based on [brief reason for dismissal, e.g., performance issues, policy violations, etc.]. Your final paycheck, including any accrued vacation time, will be provided to you on [date of final paycheck]. Please return any company property, including [list items, e.g., keys, ID badges, equipment], by [return deadline].

We appreciate your contributions during your time at [Company Name], and we wish you the best for your future endeavors.

If you have any questions regarding your dismissal or final paycheck, please feel free to reach out to [HR Contact Name or Manager's Name] at [contact information].

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]