

Job Dismissal Announcement

Date: [Insert Date]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] is being terminated effective [Last Working Day]. This decision has not been made lightly and comes after careful consideration of [reason for dismissal, e.g., performance issues, company restructuring].

Please return all company property and settle any outstanding matters before your final day. You will receive your final paycheck, which will include any accrued vacation pay and benefits as per our company policy.

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

For any further questions or clarification, please feel free to reach out to [HR Contact Name] at [HR Contact Information].

Sincerely,

[Your Name]
[Your Position]
[Company Name]