

Staff Dismissal Letter

Date: _____

Employee Name: _____

Employee Address: _____

City, State, Zip: _____

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] is terminated effective immediately as of [Termination Date]. This decision is based on [brief reason for dismissal, e.g., performance issues, policy violations].

Please return any company property in your possession, including [list items, e.g., keys, identification cards]. Your final paycheck, including any accrued vacation pay, will be processed and sent to you by [date].

If you have any questions regarding your termination, please feel free to contact [HR Contact Name] at [HR Contact Phone/Email].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip]