

Employee Dismissal Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to inform you that your employment with [Company Name] is being terminated effective immediately as of [date]. This decision has been made following the recent allegations of misconduct that were reported and subsequently investigated.

During the investigation, it was found that your actions violated our company policies, specifically [insert specific policy or guideline related to misconduct]. Despite our discussions regarding these allegations, we have concluded that your behavior does not align with our company's values and standards.

You will receive your final paycheck, including any accrued vacation days, in accordance with our company policies and local regulations. Please arrange to return any company property by [insert date].

If you have any questions regarding your final paycheck or the return of company property, please contact [HR contact person or department].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]