

Employee Dismissal Letter

Date: [Insert Date]

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

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] is terminated effective immediately due to unprofessional conduct.

This decision is based on [specific reasons for dismissal, e.g., repeated violations of company policy, inappropriate behavior, etc.]. Despite previous warnings and discussions regarding your conduct, we have not seen the necessary improvements.

Please return any company property in your possession, and contact [HR contact name or department] to discuss the final paycheck and benefits.

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

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Company Address]
[City, State, Zip Code]