

Dismissal Letter

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Last Working Day]. This decision has been made after careful consideration and is based on [briefly explain reason for dismissal].

Severance Pay

As per the company policy, you will be entitled to the following severance package:

- Severance Pay: [Amount] corresponding to [number of weeks/months] of salary.
- Unused Vacation Pay: [Amount] for any accrued but unused vacation days.
- Health Benefits: Continuation of health benefits for [number of months] after termination.
- Retirement Benefits: Information regarding your retirement benefits will be provided separately.

Please return any company property before your departure. If you have any questions regarding your final paycheck or benefits, please contact [HR Contact Name] at [Contact Information].

We thank you for your contributions to [Company Name] and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]