

# Dismissal Letter

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We are writing to formally notify you of your dismissal from [Company Name], effective [Date]. This decision has been made after careful consideration and review of your performance.

Despite several meetings and discussions regarding your performance, we have not seen significant improvement in your work standards and results. We provided you with the necessary support and resources to help address these issues, but unfortunately, the expectations set by the company have not been met.

We appreciate your efforts during your time here and wish you the best in your future endeavors. You will receive your final paycheck along with any accrued benefits as per company policy.

If you have any questions regarding this notice or the termination process, please feel free to reach out to [HR Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Company Name]