

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 your failure to meet the performance standards set forth for your position.

Despite multiple discussions and opportunities for improvement, we have not seen the necessary progress in your performance. The specific areas of concern include:

- [Performance Issue 1]
- [Performance Issue 2]
- [Performance Issue 3]

Please return all company property by [insert return date]. You will receive your final paycheck, including any unused vacation days, in accordance with company policy.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]