

Immediate Dismissal Notification

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Employee Department]

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] is terminated, effective immediately, as of [Insert Date]. This decision has been made due to [briefly state reason for dismissal, e.g., violation of company policy, performance issues, etc.].

Please return all company property in your possession by [insert return date], and arrange for your final paycheck and any outstanding benefits through the HR department.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]