

Urgent Dismissal Notice

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Address: [Insert Employee Address]

Dear [Employee Name],

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

You are required to return all company property by [insert deadline] and will receive your final paycheck, including any accrued leave, by [insert date].

Please arrange a meeting with HR to discuss the next steps regarding your benefits and any additional questions you may have.

We appreciate the contributions you have made during your time with us.

Sincerely,

[Your Name]

[Your Title]

[Company Name]