

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Informal Dismissal Notice

Dear [Employee's Name],

I hope this message finds you well. I want to take a moment to discuss an important matter regarding your position at [Company Name]. After careful consideration, I regret to inform you that we have decided to terminate your employment effective [Last Working Day].

This decision was not made lightly. We appreciate your contributions to the team; however, we feel it is in the best interest of the company to move in a different direction.

Please ensure that all company property is returned by your last working day. Should you have any questions regarding your final paycheck or other matters, feel free to reach out to me directly.

Thank you for your understanding, and I wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]