

Independent Agent Dismissal Letter

Date: [Insert Date]

[Agent's Name]

[Agent's Address]

[City, State, Zip Code]

Dear [Agent's Name],

We regret to inform you that your services as an independent agent with [Company Name] will be terminated effective [Effective Date]. This decision is based on [brief reason for dismissal, e.g., performance issues, breach of contract, etc.].

Your final commission payout will be processed in accordance with our payment schedule. Please ensure that all company materials and any outstanding accounts are settled within the next [specific timeframe].

We appreciate the time and effort you have dedicated to [Company Name] and wish you success in your future endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]