

# Employment Dismissal Notification

Date: [Insert Date]

To: [Employee's Name]

Address: [Employee's Address]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Last Working Day, e.g., MM/DD/YYYY]. This decision has been made after careful consideration and is due to [brief reason for dismissal, e.g., performance issues, organizational restructuring, etc.].

Your final paycheck will include payment for all hours worked up to and including your last day of employment, as well as any accrued vacation days. Please return all company property by your last working day.

If you have any questions regarding this decision or your final paycheck, please feel free to contact [HR representative's name and contact information].

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Company Phone Number]