

Final Job Dismissal Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter serves as your official notice of termination from [Company Name], effective [Last Working Day, e.g., immediately, or a specific date]. This decision is the result of [briefly state reasons for dismissal, e.g., performance issues, policy violations, etc.].

We appreciate the efforts you have made during your tenure with us and wish you the best in your future endeavors.

Please return all company property and settle any outstanding matters before your departure. If you have any questions regarding your final paycheck or benefits, do not hesitate to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]