

Letter of Dismissal

Date: [Insert Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Dear [Employee Name],

We regret to inform you that, effective [effective date], your employment with [Museum Name] as the Curator will be terminated.

This decision was made due to [brief reason for dismissal, e.g., performance issues, restructuring, etc.]. We appreciate your efforts and contributions during your time here.

Please arrange to return any company property and complete the necessary exit procedures with HR. Your final paycheck will reflect any accrued vacation time and outstanding payments.

Should you need any further assistance during your transition, please feel free to reach out.

Thank you for your time with us, and we wish you all the best in your future endeavors.

Sincerely,

[Your Name]
[Your Position]
[Museum Name]
[Museum Address]
[City, State, Zip Code]
[Contact Information]