

Dismissal Notice

Date: [Insert Date]

[Consultancy Provider's Name]
[Consultancy Provider's Address]
[City, State, Zip Code]

Dear [Consultancy Provider's Name],

We regret to inform you that your consultancy services with [Company Name] will be terminated effective [Termination Date]. This decision has been made after careful consideration and is in line with our current operational needs.

We appreciate the contributions you have made during your tenure and wish you success in your future endeavors.

Please arrange to return any company property in your possession by [Return Date]. If you have any questions regarding this notice, feel free to reach out to [Contact Person's Name] at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Company Address]
[City, State, Zip Code]