

# Dismissal Letter

[Your Company's Name]

[Your Company's Address]

[City, State, Zip Code]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

**Dear [Employee's Name],**

We regret to inform you that your employment with [Company's Name] is terminated effective immediately, due to violation of company policy.

On [Date of Incident], it was brought to our attention that you [describe the violation]. This behavior is inconsistent with our company values and policies outlined in the employee handbook.

As per our discussion on [Date of Discussion], and after a thorough investigation, we have come to the decision to terminate your employment. Please understand that this decision was made after careful consideration of the circumstances.

You are required to return all company property in your possession by [Return Date]. Your final paycheck will include any accrued vacation pay and will be issued on [Pay Date].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company's Name]