

# Dismissal Letter

Date: [Insert 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 Name] is hereby terminated effective immediately as of [Termination Date]. This decision has been made due to your repeated violations of workplace rules, specifically [mention specific violations].

Despite previous warnings and disciplinary actions taken on [list dates of previous warnings], there has been no noticeable improvement in your conduct.

Please return any company property in your possession by [Return Date]. You will receive your final paycheck, including any unused vacation days, within the next [time frame for paycheck].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]