

Letter of Dismissal

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 terminated effective immediately due to your failure to adhere to the conduct standards outlined in our employee handbook.

Your actions, specifically [briefly describe the specific conduct issues or violations], have been reviewed and discussed with you in previous meetings. Despite our efforts to address these concerns, there has been insufficient improvement in your behavior.

This decision is in accordance with our policy regarding employee conduct and is based on [mention any relevant policies or previous warnings if applicable].

You will receive your final paycheck, including any accrued vacation pay, as per our standard payroll practices. Please return any company property in your possession by [insert deadline].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]