

# Notice 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 hereby terminated, effective immediately, due to unprofessional behavior.

This decision was made after careful consideration of your actions on [specific date or incident], which violated our company policies regarding professional conduct.

Please return any company property in your possession to [designated person or department] by [return date]. Your final paycheck will be processed and sent to you in accordance with state laws.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]