

# Employee 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 being terminated effective immediately due to unprofessional behavior.

Despite previous discussions regarding your conduct, the issues have not improved. This decision was made after careful consideration and in accordance with our company policies.

We appreciate your contributions during your time with us, and we wish you the best in your future endeavors.

Should you have any questions regarding your final paycheck or benefits, please contact [HR Contact Information].

sincerely,

[Your Name]

[Your Position]

[Company Name]