

Dismissal Letter

[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Dear [Employee Name],

We regret to inform you that, following our recent discussions and review of your performance, we have made the difficult decision to terminate your employment with [Company Name], effective immediately.

This decision is based on your consistent noncompliance with the sales targets set forth in your performance agreement. Despite our efforts to provide additional training and support, your results have not improved and do not meet the standards expected of your role.

You will receive your final paycheck, including any accrued vacation time, within the next payroll cycle. Please arrange to return any company property by [Return Date].

We appreciate your contributions to the team and wish you the best in your future endeavors.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]