

# Dismissal Letter

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Address]

[City, State, Zip Code]

## **Subject: Termination of Employment**

Dear [Employee's Name],

We regret to inform you that following a thorough review of your performance and the recent evaluation results, we have decided to terminate your employment with [Company Name], effective [Date].

The performance evaluation conducted on [Date] indicated that your contributions did not meet the standards expected for your role. Despite prior discussions and opportunities for improvement, we have not seen the required progress.

We appreciate the efforts you have made during your time with us and wish you the best in your future endeavors.

Please return any company property in your possession and contact [HR Contact] for any questions regarding your final paycheck and benefits.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]