

Dismissal Letter

Date: [Insert Date]

To: [Employee's Name]

Address: [Employee's Address]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] is being terminated effective immediately due to your failure to achieve the required sales targets as outlined in your employment agreement.

Despite the support and resources provided, your performance has not met the established expectations. Regular assessments revealed that you have consistently fallen short of your sales goals, which has ultimately impacted the team's overall performance.

We appreciate the effort you have put forth during your time with us, but we must prioritize the success of our organization as a whole. Please return any company property in your possession and ensure that all outstanding tasks are wrapped up.

You will receive your final paycheck, including any accrued benefits, as per company policy in the forthcoming pay period.

Should you require further clarification regarding your termination or the final paycheck, feel free to contact [HR Representative's Name] at [HR Representative's Contact Information].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]