

Dismissal Letter for Non-Compliance with Job Functions

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Address: [Insert Employee Address]

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] is being terminated effective immediately due to your failure to comply with your job functions as outlined in your employment agreement and the company policies.

Despite multiple discussions and warnings regarding your performance, there has been insufficient improvement. We have documented instances where your actions did not meet the expected standards of your role.

Please return any company property in your possession by [insert deadline]. Your final paycheck will be processed and sent to you within the next [insert timeframe].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]