

# Notification of Dismissal

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Employee Department]

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Termination Date] due to unmet responsibilities outlined in your job description and previous performance evaluations.

Despite multiple discussions regarding your performance and the expectations of your role, we have not seen the necessary improvements. As a result, we have made the difficult decision to end your employment.

We appreciate your efforts during your time with us and wish you all the best in your future endeavors. Please return any company property by your last working day.

If you have any questions, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Company Name]