

Dismissal Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

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 adhere to the required policies and performance standards outlined in your employment agreement.

Despite multiple discussions regarding your obligations, including [mention specific requirements], we have not seen adequate improvement in your performance. This decision was not made lightly and comes after thorough consideration and attempts to support you in meeting our expectations.

Your final paycheck will be processed and sent to your address on file. Please return any company property before [insert deadline].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]