

Dismissal Letter

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[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 your employment with [Company Name] is terminated effective immediately as of [Date]. This action is taken due to a breach of legal obligations that have been outlined in your employment contract, specifically related to [specific breach details, e.g., confidentiality, compliance, etc.].

This decision is made after careful consideration and is based on the following reasons:

- [Reason 1]
- [Reason 2]
- [Reason 3]

You are requested to return any company property in your possession and finalize all outstanding matters with the HR department. Your final paycheck, including any accrued vacation days, will be provided in accordance with statutory requirements.

If you have any questions regarding this decision or wish to discuss it further, please do not hesitate to reach out.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]