

Dismissal Letter for Policy Infringement

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We regret to inform you that, effective immediately, your employment with [Company Name] is terminated due to a violation of company policies.

On [insert date of incident], it was brought to our attention that you [describe the specific behavior that constituted the policy infringement]. This action is a direct violation of our [insert relevant company policy]. Despite prior discussions regarding your behavior, there has been no improvement.

As a result of this confirmed policy violation, we have no choice but to terminate your employment. Please return any company property in your possession and ensure all outstanding matters are resolved by [insert final date for resolving matters].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]