

Dismissal Letter

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] will be terminated effective immediately due to your failure to meet job expectations.

Over the past [duration], we have provided feedback and support to help you improve in your role as [Employee's Job Title]. Despite these efforts, we have not seen the necessary improvement in your performance.

We appreciate the efforts you have made during your time with us, and we wish you the best in your future endeavors.

Please return any company property in your possession and feel free to reach out to our HR department if you have any questions regarding your final paycheck or benefits.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]