

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 a breach of contract. This decision was made after careful consideration of the circumstances surrounding your actions on [specific date or occurrence].

As per the terms outlined in your employment contract, [briefly describe the breach of contract]. Despite previous warnings and discussions regarding this matter, we have not seen the necessary improvements.

We ask that you return any company property in your possession by [return deadline]. Your final paycheck will be processed and sent to you following the standard payroll schedule.

We appreciate your contributions to [Company Name] and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]