

# Immediate Dismissal Letter

Date: [Insert Date]

To: [Employee's Name]

Address: [Employee's Address]

Dear [Employee's Name],

We are writing to inform you of your immediate dismissal from [Company Name] effective [Insert Date]. This decision has been taken due to your recent misconduct, which includes [briefly describe specific misconduct].

As per company policy, this action has been deemed necessary to uphold the standards of conduct expected at [Company Name]. Your actions have violated our code of conduct, and we believe this decision is in the best interest of the company.

Please return all company property in your possession by [specific date] and ensure that you settle any outstanding matters.

We appreciate your past contributions to the company and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]