

Dismissal Notice

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Last Working Day, e.g., October 31, 2023]. This decision has been made following [brief explanation of the reasons, e.g., performance issues, company restructuring, etc.].

During your employment, we appreciate your contributions and efforts. We encourage you to apply for future opportunities within the organization.

Please return all company property and complete necessary exit procedures by your last day. You will receive your final paycheck, including any unused vacation days, on your regular pay date.

If you have any questions regarding this notice, please feel free to reach out to [HR Contact Information].

We wish you all the best in your future endeavors.

Sincerely,
[Your Name]
[Your Position]
[Company Name]