

Dismissal Letter

Date: [Insert Date]

To: [Employee's Name]

Address: [Employee's Address]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] is terminated effective immediately due to continued violations of company policy.

Despite previous warnings and opportunities for improvement, we have noted the following ongoing violations:

- [Specific violation 1]
- [Specific violation 2]
- [Specific violation 3]

We have provided you with guidance and support in hopes of rectification, but unfortunately, there has been no satisfactory resolution.

Your final paycheck, including any accumulated leave, will be processed and sent to you by [insert date]. Please return any company property in your possession by [insert date].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]