

Notice of Dismissal

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 terminated effective immediately due to your involvement in unsanctioned activities that violate our company policies.

On [date of incident], it was brought to our attention that you [describe the unsanctioned activities]. This conduct is unacceptable and undermines the values and expectations of our organization.

As a result of this violation, we have no choice but to terminate your employment. Please return any company property in your possession by [return date]. Final paycheck and any accrued benefits will be processed in accordance with company policies.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]