

Dismissal Notice

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that due to economic reasons affecting our organization, we have made the difficult decision to terminate your employment, effective [Insert Termination Date]. This decision is part of a broader strategy to reduce costs and ensure the sustainability of our operations.

Your contributions during your time with us have been valued and appreciated, and this decision is in no way a reflection of your performance or capabilities.

We will provide you with your final paycheck, including any accrued vacation time, and details regarding your benefits and any other necessary information to assist with the transition.

If you have any questions or require further assistance, please do not hesitate to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]