

Employee Dismissal Letter

Subject: Notice of Termination of Employment

Dear [Employee's Name],

I am writing to inform you that, unfortunately, your employment with [Company Name] is hereby terminated, effective immediately. This decision has been made after careful consideration of various factors, including your work performance and conduct during your tenure at our organization.

We have taken into account several instances of substandard performance and repeated policy violations, which have had a detrimental impact on your effectiveness and the overall functioning of the company. Despite our previous discussions and attempts to address these issues, we have seen no significant improvement or change in your behavior.

It is regrettable that we have reached this point, as we always strive to maintain a productive and harmonious work environment for all employees. However, in light of the circumstances, we believe that termination is the most appropriate course of action.

Please be aware that your final paycheck, including any outstanding wages, accrued vacation or leave time, and other applicable benefits, will be processed according to the company's policies and in accordance with the law. Our Human Resources department will provide you with the necessary details and will assist you with any queries regarding your final compensation package.

We kindly request that you return all company property, including access badges, keys, laptops, and any other equipment or materials belonging to [Company Name]. Failure to return these items promptly may result in further action being taken.

We understand that this news may come as a disappointment, and we encourage you to use this as an opportunity for self-reflection and personal growth. We wish you the best in your future endeavors.

If you have any questions or require additional information, please do not hesitate to reach out to our Human Resources department at [HR Contact Information].

Thank you for your past contributions to [Company Name]. We sincerely appreciate the effort you put forth during your time with us and wish you success in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]