

Formal instant termination notice

Subject: Instant Dismissal Notification

Dear [Employee Name],

This letter serves as official notice of your immediate dismissal from [Company Name], effective [Date]. This action is taken due to [reason: violation of company policy, misconduct, or breach of contract].

Please return all company property and settle any outstanding matters by [time/date]. You will receive your final paycheck and benefits information as per company policy.

Sincerely,

[Manager/HR Name]

[Title]

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