

Dismissal due to serious misconduct

Subject: Instant Dismissal for Misconduct

Dear [Employee Name],

Following an investigation, it has been determined that your conduct on [Date/Event] constitutes a serious violation of company policy. As a result, your employment is terminated immediately.

Please ensure all company property, including keys, ID, and electronic devices, are returned. Final settlement details will be provided by HR.

Sincerely,

[Manager/HR Name]

[Position]

Get more templates here:

<https://www.lettersandtemplates.com/letters/instant-dismissal-letter-template>