

Sensitive but formal termination letter

Subject: Notice of Immediate Dismissal

Dear [Employee Name],

It is with regret that we must inform you of your immediate dismissal from [Company Name], effective [Date]. This action is due to [reason], which is not in accordance with company policies. We understand this news may be difficult, and HR will assist you with any questions regarding final compensation and procedures. We wish you the best in your future endeavors.

Sincerely,

[Manager/HR Name]

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