

Date:

To:

Employee Dismissal Notice Letter

Dear

This letter serves as formal notice of your dismissal from your position as
with
effective
.

The reason(s) for this decision are as follows:

Please arrange for the return of any company property and settle any outstanding matters before departure.

If you have any questions regarding your dismissal, you may contact
for further clarification.

Sincerely,
Title/Position:
Company: