

Date: _____

To: [Employee Name]

[Employee Position]

[Department]

Subject: Employee Dismissal Letter for Policy Violation

Dear [Employee Name],

This letter serves as formal notification of your dismissal from [Company Name], effective immediately as of [Dismissal Date].

The decision to terminate your employment is due to your violation of company policy, specifically [describe the policy violated, e.g., "attending work under the influence of alcohol, which is in direct violation of our Employee Conduct Policy"]. This matter was previously discussed with you on [Date(s) of Previous Warnings or Meetings], and you were advised about the consequences of further violations.

As outlined in the company handbook and your employment agreement, adherence to all workplace policies is mandatory. Despite previous warnings, the repeated nature of this violation has left the company with no alternative but to end your employment.

Your compensation and any outstanding dues will be processed as per company policy. Please return all company property, including [list items, e.g., identification cards, electronic devices, keys], to the HR department by your last day.

Should you have any questions regarding your final paycheck or benefits, please contact the HR department at [HR Contact Information].

We ask that you respect the confidentiality of this matter and wish you the best in your future endeavors.

Sincerely,

[Manager Name]

[Manager Position]

[Company Name]