

[Your Company Name]
[Company Address Line 1]
[Company Address Line 2]

Date: [Date]

To:

[Employee Name]
[Employee Address Line 1]
[Employee Address Line 2]

Subject: Employee Dismissal Letter for Cause

Dear [Employee Name],

This letter is to inform you that your employment with [Company Name] is terminated effective immediately for cause.

The reason(s) for your dismissal are as follows:

- [State specific reason(s) for dismissal, e.g., violation of company policy, misconduct, poor performance, etc.]

Despite previous discussions and warnings regarding this matter, the issues have not been resolved, and as such, the company must take this action.

Please return any company property in your possession, including ID badges, keys, equipment, and confidential documents, by [date].

Your final paycheck, including any outstanding wages, will be provided to you in accordance with company policy and applicable law.

If you have any questions concerning the details of your termination, please contact [HR contact person or supervisor] at [contact information].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]
[Your Title]
[Company Name]