

Date: [Insert Date]  
To: [Employee Name]  
[Employee Position]  
[Department]  
[Company Name]

Subject: Formal Notice of Dismissal

Dear [Employee Name],

This letter serves as a formal notice of dismissal from your position as [Job Title] at [Company Name], effective [Last Working Day, e.g., immediately/upon completion of the notice period on Date].

The reason for your dismissal is [state the reason briefly and professionally, e.g., repeated violations of company policies, unsatisfactory performance, redundancy, etc.].

Please ensure that all company property is returned by your last working day. You will receive your final paycheck and any remaining entitlements in accordance with company policy and the law.

Should you have any questions or require further clarification regarding this decision, you may contact [HR Contact or Supervisor's Name] at [Contact Information].

We thank you for your contributions during your employment and wish you every success in your future endeavors.

Sincerely,

[Manager/Supervisor Name]  
[Job Title]  
[Company Name]