

Immediate Dismissal Letter

[Company Name]
[Company Address]
[City, State ZIP Code]
[Date]

[Employee Name]
[Employee Position/Department]
[Employee Address]

Subject: Immediate Dismissal

Dear [Employee Name],

This letter serves as formal notice of your immediate dismissal from your position as [Position] at [Company Name], effective today, [Date].

The reason for this decision is [briefly state the reason—e.g., violation of company policy, misconduct, etc.]. This violation is considered a serious breach of our policies and company standards.

Please return any company property in your possession, including keys, identification badges, equipment, or documents, to the Human Resources department immediately.

You will receive your final paycheck and any other entitled compensation per company policy. If you have any questions regarding final compensation or benefits, please contact Human Resources.

We request that you respect the confidentiality of any sensitive information acquired during your employment. If you have questions regarding this decision, you may reach out to [HR Contact Information].

Sincerely,

[Your Name]
[Your Position]
[Company Name]