

# Employee Dismissal Intent Letter

Date:

Employee Name:

Position/Title:

Department:

Subject: Intent to Dismiss Employment

Dear [Employee Name],

This letter is to inform you of the company's intent to dismiss you from your position, effective [Effective Date]. The reason(s) for this decision are as follows:

Supporting Information/Details:

If you have any questions or would like to discuss this matter further, please contact [Supervisor/HR Contact Information].

Sincerely,  
[Your Name]  
[Your Position]