

Notice of Pending Job Dismissal

Date:

Employee Name:

Employee ID:

Department:

Dear ,

This letter serves as an official notice of the pending dismissal from your position at our company. The reason(s) for this pending action are as follows:

Your last working day is scheduled for:

Should you have any questions or wish to discuss this decision, please contact the HR department.

Sincerely,

Manager Name:

Manager Signature:

Date: