

Notice of Dismissal

Date:

To:

Position:

Department:

Dear ,

This letter serves as formal notice of your dismissal from your position at , effective .

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

Please arrange to return all company property and complete any outstanding tasks before your final day.

Should you have any questions, please contact the Human Resources Department.

Sincerely,

Title:

Company: