

Preliminary Notice of Dismissal

Date:

Employee Name:

Employee ID:

Department:

Position:

Dear ,

This is to inform you that due to the following reason(s):

The company is considering your dismissal, effective on , pending any input you may wish to provide.

You have the opportunity to respond to this notice and provide any explanation or defense you may have regarding the issue(s) mentioned above. Please submit your written response by .

Sincerely,

Date: