

[Date]

[Employee Name]

[Employee Position]

[Department, if applicable]

[Company Name]

[Company Address]

Subject: Immediate Dismissal Letter

Dear [Employee Name],

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

The reason for this immediate dismissal is as follows:

[Briefly state the reason for dismissal, e.g., violation of company policy, misconduct, etc.]

Please return all company property, including keys, identification badges, and any documents or devices belonging to the company, immediately.

Your final paycheck and any accrued benefits will be provided in accordance with company policies and local regulations.

If you have any questions regarding this matter, please contact [HR Contact Name/Department] at [Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Company Name]