

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

To,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Subject: Staff Dismissal Letter**

Dear \_\_\_\_\_,

This letter is to formally notify you that your employment with \_\_\_\_\_ will be terminated effective \_\_\_\_\_.

The reason for dismissal is as follows:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

You are requested to return all company property and settle any outstanding matters before the effective date of dismissal.

We wish you the best in your future endeavors.

Sincerely,

\_\_\_\_\_

\_\_\_\_\_

(Name & Designation)