

[Company Name]
[Company Address]
[Date]

[Employee Name]
[Employee Address]

Subject: Notice of Dismissal

Dear [Employee Name],

I am writing to formally notify you that your employment with [Company Name] is terminated, effective [Date].

This decision follows our meeting on [Date] regarding your ongoing conduct. This termination is based on chronic non-compliance with company policies and instructions, which has resulted in an irreparable breakdown of the employment relationship and a loss of trust and confidence.

Specifically, despite previous [warnings/discussions] held on [Dates of previous warnings], you have continued to [briefly list specific areas of non-compliance]. These actions have made it impossible to maintain a productive working relationship.

Your final compensation will include:

- Payment for work completed up to [Final Date].
- Payment for [Number] days of accrued but unused vacation time.
- [Other applicable payments].

Please return all company property, including [keys, laptop, ID badge, etc.], by [Date/Time].

You will receive a separate document detailing your benefits status and any options for COBRA or insurance conversion.

Sincerely,

[Signature]

[Name of Manager/HR Representative]
[Title]