

[Date]

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

Subject: Notice of Dismissal

Dear [Recipient Name],

We are writing to formally notify you that your employment with [Agency Name] is terminated, effective [Date].

This decision has been made due to your recent unprofessional conduct, specifically [briefly describe incident, e.g., inappropriate communication with a client / breach of candidate confidentiality]. This behavior is a violation of our company's code of conduct and professional standards.

Regarding your final compensation:

- Your final paycheck, including payment for hours worked up to [Date], will be issued on [Date].
- [Mention any payment for unused vacation time, if applicable].

Please return all company property, including [list items such as laptop, keys, ID badge], by [Date].

Please remember that your obligations regarding [confidentiality/non-disclosure agreements] remain in effect after your departure.

Sincerely,

[Your Name]  
[Your Title]  
[Agency Name]