

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

[Date]

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

RE: NOTICE OF IMMEDIATE DISMISSAL

Dear [Employee Name],

Please be advised that your employment with [Company Name] is terminated, effective immediately, as of [Date].

This decision has been made due to [Reason for Dismissal/Gross Misconduct/Violation of Policy]. Specifically, [Provide brief details of the incident or cause].

Your final paycheck, which includes payment for work completed up to this date and any accrued [Vacation/Paid Time Off], will be [Mailed to your address / Direct deposited] by [Date].

Please return all company property, including keys, security badges, laptops, and company documents, to [Department/Person Name] by [Time/Date].

Regarding your benefits, you will receive a separate letter detailing the status of your [Health Insurance/Retirement Plan/COBRA] and any conversion options available to you.

Please note that you are reminded of your ongoing obligations regarding [Confidentiality/Non-Disclosure/Non-Compete Agreements] signed at the commencement of your employment.

Sincerely,

[Signature]

[Sender Name]
[Sender Title]