

**Date:** [Insert Date]

**To:** [Employee Name]

**Employee ID:** [Insert ID Number]

**Subject: Final Communication Regarding Your Dismissal**

Dear [Employee Name],

This letter serves as formal and final notification regarding the termination of your employment with [Company Name], effective as of [Last Day of Work].

We have completed all internal reviews regarding your dismissal. This decision is final and concludes all formal communication regarding your tenure with the company. Please note the following closing details:

- **Final Paycheck:** Your final compensation, including any accrued vacation time or outstanding wages, will be issued on [Date] via [Payment Method].
- **Benefits:** Information regarding the status of your benefits and COBRA eligibility will be sent to your home address via separate mail.
- **Company Property:** Please ensure all company property, including keys, badges, and electronic equipment, is returned by [Deadline Date].

Please refrain from contacting company staff regarding business matters or accessing internal systems moving forward. If you have questions regarding your final pay or benefits documentation, you may contact the Human Resources Department at [Phone Number/Email].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]