**Letter of Dismissal Sample, Template and Format**

Matt Jones,  
080 East Rd.,  
Old City, KA 3345,  
Phone: 222-222-222,  
Email: matt234.jones@email.com

August 12th, 2021

Ms. Jane Stark,  
3332 Burns St.,  
Chicago, IL 33244

**Subject: Dismissal Letter**

Dear Jane,

We regret to inform you that from this date onwards i.e. 11th March 2021, your contract with XYZ company employee is terminated. This letter is a follow-up to confirm for our discussion at the meeting today & your termination is effective immediately.

You have been fired, owing to the fact your job quality has not progressed following consistent input & performance guidance from your boss. The productivity was recorded in several rebuke letters that you received & signed. In fact, you had been involved in the Performance Improvement Plan to develop specific goals & objectives that you consented to achieve by the deadline.

Moreover, your accrued Paid Time off (PTO) payment will be added to your final cheque from us which will be deposited on a conventional day, Monday. It can be collected at our reception desk or mailed to your address, the choice is yours. Let us know.

The status of your benefit upon termination can be determined by a separate letter of benefits. Your letter will contain information about your ability to maintain your group health benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA).

Your identification swiping pass, office key & the laptop & mobile provided by the organization were already given to us at the closing meeting.

You must ensure to keep the organization updated about your contact details so that we are able to provide you with documentation including your W-2 form & COBRA follow up in the future.

Regards,  
Name of the CEO or Manager.