

**NOTICE OF DISMISSAL**

Date: \_\_\_\_\_

To: \_\_\_\_\_

We regret to notify you that your employment with the firm shall be terminated on \_\_\_\_\_, 20\_\_\_\_, because of the following reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Severance pay shall be in accordance with company policy. Within 30 days of termination we shall issue you a statement of accrued benefits. Any insurance benefits shall continue in accordance with applicable law and/or provisions of our personnel policy. Please contact \_\_\_\_\_, at your earliest convenience, who will explain each of these items and arrange with you for the return of any company property.

We sincerely regret this action is necessary.

Very truly,

\_\_\_\_\_

Copies to: