

Dismissal Letter for Violation of Company Policy

Subject: Termination of Employment

Dear [Employee Name],

Following a thorough investigation, it has been concluded that your actions on [specific dates] violated company policies. Previous discussions and warnings have not resulted in compliance. Consequently, your employment is terminated effective immediately. All company property should be returned, and your final dues will be settled as per policy.

Sincerely,

[Manager/HR Name]

[Designation]

[Company Name]

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