

General immediate dismissal under at-will employment

Subject: Employment Termination Notice

Dear [Employee Name],

We are writing to inform you that your employment with [Company Name] will be terminated immediately, effective [Date]. This decision is made under our at-will employment policy.

Please complete the following by end of business today:

- Return all company equipment and materials
- Complete exit interview with HR
- Review and sign termination documents

Your final compensation will include pay through today plus any accrued vacation time.

Information regarding COBRA benefits and final paperwork will be provided during your exit meeting.

Thank you for your service to the company.

Sincerely,

[Manager Name]

[Department]

Get more templates here:

<https://www.lettersandtemplates.com/letters/early-immediate-or-instant-dismissal-letter>