

# Instant Dismissal Letter Template

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Today's Date]

[Recipient's Name]

[Recipient's Position/Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Notice of Instant Dismissal

Dear [Recipient's Name],

I am writing to inform you that your employment with [Company Name] is hereby terminated effective immediately. This decision has been made after careful consideration and in accordance with [Company Name]'s policies and procedures.

The reasons for your instant dismissal are as follows:

[Provide a clear and concise explanation of the reasons for dismissal. Be specific and reference any previous warnings or performance issues if applicable.]

Your actions have had a detrimental impact on the company's operations and violated the trust and confidence we placed in you as an employee.

As per the terms of your employment contract and our company policies, you are entitled to receive your salary for the days worked up to and including today's date, along with any accrued but unused vacation days, subject to applicable deductions and withholdings. Any other benefits or entitlements will be handled as per company policy.

You are required to return all company property, including but not limited to keys, access cards, laptops, and any confidential or proprietary information, immediately upon receiving this letter. Please note that this decision is final, and no further appeals or reconsiderations will be entertained. If you have any questions regarding your final paycheck, the return of company property, or any other related matters, please contact the HR department at [HR Email Address] or [HR Phone Number].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position/Title]

[Company Name]