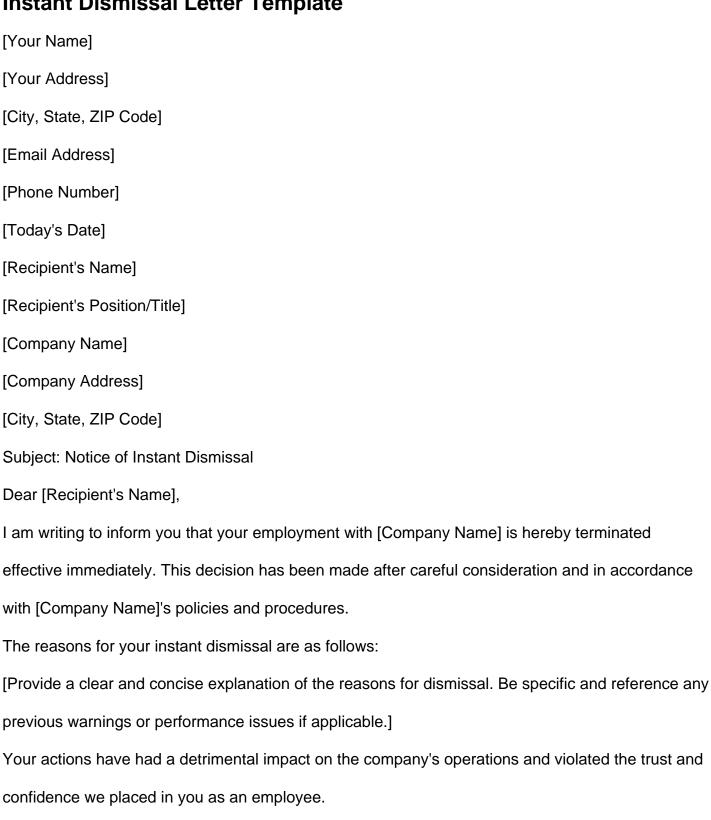
## **Instant Dismissal Letter Template**



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]