

[Date]

[Recipient's Name]

[Recipient's Address Line 1]

[Recipient's Address Line 2]

EMPLOYEE DISMISSAL NOTICE

Dear [Employee's Name],

We regret to inform you that your employment contract with [name] is hereby terminated, effective from the date of receipt of this notice by you, owing to the following reasons:

- 1.
- 2.
- 3.

You are hereby requested to immediately remove your personal belongings from your work area, and vacate the premises. You will soon receive a cheque for your salary earned to date, along with any other benefits that you are entitled to, under the employment contract, a statement of which shall be issued within ___ days of this termination notice.

You are requested to please contact Mr. _____ at your earliest so that he may make arrangement with you with respect to the return of any of [business name]'s property which may be in your possession, at present.

Regards,

[Name]

[Designation]

[Address Line 1]

[Address Line 2]

[Contact Number]

[Email Address]