

# Letter dismissal template

Dear [Employee name],

Re: Termination of Employment

This letter is to formally inform you that your employment with [company name] will end as of [date termination is effective].

Your employment has been terminated due to the following reason(s):

**[List detailed reasons and provide factual information]**

As per your employment contract, you have the right to appeal this decision. If you wish to appeal, please submit a written appeal to [Name/Title of the person to whom the appeal should be directed] within [number of working days, typically 5-10] of receiving this letter.

Should you choose to appeal, the appeal hearing will be scheduled promptly, and you will be notified of the date, time, and venue. The decision made following the appeal hearing will be final.

You are required to return all company property, keys, access cards, or any other items in your possession belonging to [Your Company Name] immediately.

Your final payslip, which will include any outstanding salary, accrued holiday entitlement up to the termination date, and any statutory entitlements, will be sent to you on the next scheduled payday on [include date].

If you have any questions regarding the termination process or if you require further clarification, please do not hesitate to contact [HR Contact Person] at [HR Contact Email/Phone Number].

We wish you the best in your future endeavours.

Yours sincerely,

[Name]

[Position]

[Contact Information]

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