Dismissal on Notice Letter

<Date>

<Salutation> <First Name> <Surname>

Dear <First Name>

**RE: TERMINATION OF EMPLOYMENT**

This is to advise that your recent action on <Date> regarding < *Describe the latest incident of misconduct or poor performance* > is unacceptable to the Company because < *Reason why* >.

You are currently subject to a written warning dated <Date>

You are hereby given notice of the termination of your employment effective from the date of this letter. You will be paid in lieu of working out the notice period.

Your last day of employment will be <Date>.

Any outstanding monies, including holiday pay, will be paid to you. A certificate of service is available on request.

Yours faithfully,

<Managers Name>

<Title>