

DISMISSAL LETTER

Dear (Name):

RE: Termination of Employment

I regret to inform you that your employment with XYZ Company will be terminated effective _____ for the following reason(s): multiple unexcused absences from work.

Your severance package will be administered according to company policy, and you will receive a statement detailing accrued benefits. Please also refer to the policies outlines in the company personnel manual covering applicable insurance benefits.

(Name of HR) is available to discuss with you these details as well as any other questions or concerns you may have. Please contact him/her at your earliest convenience, and he/she will arrange termination matters with you.

I sincerely regret that this action is necessary, and wish you success in your future employment endeavors.

Yours truly,

CC: _____ (person named above as liaison)

_____ Personnel Department