**NOTICE OF DISMISSAL**

Date:

To:

We regret to notify you that your employment with the firm shall be terminated on

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , 20\_\_\_\_, because of the following reasons:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Severance pay shall be in accordance with company policy. Within 30 days of

termination we shall issue you a statement of accrued benefits. Any insurance benefits

shall continue in accordance with applicable law and/or provisions of our personnel policy.

Please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, at your earliest convenience, who will

explain each of these items and arrange with you for the return of any company property.

We sincerely regret this action is necessary.

Very truly,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Copies to: