# Sample Letter of Dismissal

NNNN  
DDDD

Dear NNNN:

In accordance with your involvement in plagiarism this is to inform you of your dismissal from University employment, effective today. You have admitted to everything and accepted the consequences based on the University’s policies. You may review University rules for your appeal rights.

Sincerely,

UUUU  
Supervisor

Attachments:  
Letter of Intent to Dismiss  
Proof of Service