**Dismissal Letter**

{today}

Dear {agentName}

#### DISMISSAL

This letter constitutes confirmation of your dismissal with regards to your disciplinary hearing on {hearingDate}

In view of the fact that the investigation was completed and you offered no reasonable explanation as to the actions you took, it has been deemed appropriate that your employment with Teamsearch will be terminated with effect from {effectiveDate}.

If you wish to appeal against this decision you have 5 days in which to put it in writing to the Operations Director, Tristan Okulus

Signed………………………………………………………..

For and on behalf of the Company

Date…………………………………………………………..