**DISMISSAL NOTIFICATION**

Date: <<DATE>>

To: <<EMPLOYEE\_NAME>>

This is a written confirmation of our earlier conversation on <<DATE\_DAY>> <<DATE\_MONTH>>(month & day), <<DATE\_YEAR>> (year), during which you were advised that your services for the company will not be required after <<DATE\_TERMINATION\_DAY>> <<DATE\_TERMINATION\_MONTH>>(month & day), <<DATE\_TERMINATION\_YEAR>> (year). Your employment with the company will terminate on that date.

This action was taken for the following specific reason(s): <<TERMINATION\_REASON>>

In conformity with the applicable laws, Severance Pay and accrued benefits shall continue pursuant to the company's specific benefit program. Please make an appointment with Personnel to discuss the termination process and your right to benefits.

A copy of this notice is attached. Please sign the copy where indicated and promptly return the copy to me. Best wishes in your future endeavors.

<<EMNPLOYEE\_SIGN>>

Receipt acknowledged:

<<EMPLOYEE\_NAME>>

(Employee)