

(Company Letterhead)

SAMPLE

Date:
Name of Employee:
Designation:
Department:

Dear _____

RE: DISMISSAL

We refer to the domestic inquiry held on _____ / reply to your show cause letter dated _____.

This is to inform you that the inquiry panel has found you *guilty on the charge (s) _____ / and not guilty on charges _____.

The management concurs with the findings of the panel on charges _____ and also finds that the panel has given you the benefit of doubt on the other charges.

The management has also reviewed your past record and finds that numerous occasions on which you have been counselled and advised, both verbally and in writing, have had no positive effect on your conduct.

Being *(State the misconduct applicable i.e., habitually absent from work / habitually late for work/insubordination, etc.) is serious misconduct that the Management cannot condone as it is considered serious misconduct. In view of this, the Management has no alternative than to dismiss you with immediate effect.

Wages and other payments due to you up to date would be released to you upon you returning all company properties in your possession. Please contact Ms/Mr. _____ for this purpose.

Yours faithfully,

(Name of Signatory and Designation)

* Use appropriately/as applicable