

SAMPLE DISMISSAL LETTER

DATE

NAME OF EMPLOYEE

ADDRESS

Dear **EMPLOYEE**,

This letter communicates my decision to you concerning the recommendation for disciplinary action that I will have to take due to your unsatisfactory performance at the work place.

- On **specify the date**, you were given a warning in written form based on your performance, **specify reason for action**.
- On **specify the date**, a second written warning was given to you as you failed **specify reason for action**.

A conference was conducted on **specify the date** and we discussed **reason for action**. Based on the reviews of your comments and unsatisfactory performance, you are being dismissed from your position **effective date**.

You can appeal this dismissal under the Dispute Resolution and Staff Grievance Procedure. A copy of this procedure has been enclosed.

Sincerely,

Supervisor's Signature