

# Notice of dismissal

Employee name: \_\_\_\_\_

Date: \_\_\_\_\_

As a result of a disciplinary hearing held on \_\_\_\_\_, you are hereby informed that you have been dismissed from the employ of this company.

Reason for dismissal: \_\_\_\_\_

Your dismissal will be with/without notice.

You are further notified that should you be in possession of any company property, such property should be returned to your manager before you vacate these premises.

Company property which is required to be returned:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Issued by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_