

# Letter of Dismissal from Employment Sample

John J. Henderson

4814 Weekley Street  
San Antonio, TX 78205

Dear John,

We are deeply saddened to inform you that your term of employment at Barone Sanitation has come to an immediate end. Due to your violation of our employee code of conduct Section 3. a), we have no choice but to end your employment with us.

You have until the end of July 15th, 2009 to clean out your office and vacate the premises. If you do not comply, your belongings will be packed up for you and you will be escorted off the premises by our security team.

We thank you for your service to Barone Sanitation and we wish it didn't have to end this way.

Sincerely,

Barone Sanitation Management