

Letter of Dismissal
(Gross Misconduct)

Date

Name
Department

PRIVATE & CONFIDENTIAL

Dear

DISMISSAL – Gross Misconduct

I refer to the report by your Superior with regard to the charges of
on [date].

During the interview with the [Superior] on [date], you have admitted in a statement signed
by you, that

The Management view the matter very seriously and cannot tolerate such gross misconduct.
This is to inform you that you are hereby dismissed from service with immediate effect.

You are hereby instructed to return all the Company's properties including identification
cards, etc., as per the attached Clearance Form.

Yours sincerely

Human Resource Manager

cc: