

## 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. Your dismissal will be with/without pay. (Delete the inappropriate words)

You are required to leave the company's premises by no later than \_\_\_\_\_ (time) on \_\_\_\_\_ (date). 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:** \_\_\_\_\_

**EMPLOYEE:** \_\_\_\_\_

**WITNESS:** \_\_\_\_\_

Please note that by signing here you are not agreeing that you are guilty. You are merely confirming that you have received this notice.