To Place:

The Employee Name, Date:

Employee ID,

Designation,

Department.

Sub: Termination due to misbehaviour.

Dear Mr./Ms.\_\_\_\_\_\_\_\_\_,

This to inform you that your employment at \_\_\_\_\_\_\_\_\_\_\_\_\_(company name) is terminated with effect from today i.e. \_\_\_\_\_\_\_(date). As you are aware the reason for the termination is your misbehaviour with a fellow worker.

The management has taken this decision after several attempts to change your behaviour. Kindly hand over the company properties to the HR department to process your full and final settlement.

Kindly contact the HR department for any further queries.

For the Company Name,

Authorized Signatory.