To Place:

The Employee Name, Date:

Employee ID,

Designation,

Department.

Sub: Termination letter.

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

We regret to inform you that you will be terminated from the services of the company with effect from today i.e. \_\_\_\_\_ due to your poor performance.

Even with repeated feedbacks and training sessions, there is no improvement in your performance, therefore, the company has taken this decision.

Kindly return the company laptop and mobile to the HR department. Your pending dues will be paid in the next month.

We wish you all the best in your future endeavours.

For the Company Name,

Authorized Signatory.