To Place:

The Employee Name, Date:

Employee ID,

Designation,

Department.

Sub: Termination letter.

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

This is to notify you that you are being terminated from the services of the company with an immediate effect.

You have been terminated due to your misconduct with the superior officer, the management will not tolerate such behaviour of the employees.

Please hand over the company properties to the HR department. Your pending salary will be processed next month after the recovery of company properties.

Please contact the HR department for any further information.

For the Company Name,

Authorized Signatory.