Place:  
Date:

Sub: Termination of employment.

Dear Mr./Ms. [Employee Name],

We deeply regret to inform you that your employment with us as **[employee designation]** terminates on**[date]** with immediate effect. The reason for your termination is poor performance/violation of company policies/misconduct.

Please complete all formalities for full and final settlement and surrender the company properties such as laptop, mobile, or any other property in your possession.

Your experience certificate and relieving letter will be issued upon completing the required formalities.

We thank you for your service and wish you great success in the future.

If you require assistance please contact the HR department.

Yours sincerely,

For **“the company Name”**,

Authorized Signatory.