Place:
Date:

Sub: Termination letter.

Dear Mr./Ms. **[Employee Name]**,

This is in reference to our discussion on **[date of discussion]**, we regret to confirm that Your employment with us for the position of **[job title]** is terminated with effect from **[last date]** with immediate effect.

You are terminated for misbehaviour with management, and your performance is not satisfactory either.

Considering the seriousness of the matter, the company decided to terminate your employment.

You may collect your full & final settlement dues, if any, from the Accounts Department.

For **“Company Name”**,

Authorized Signatory.