Place:
Date:

Sub: Termination letter.

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

This is to notify you that you are being terminated from the position of **[job title]** effective at the closing hours of **[date]**. You are terminated for failing to meet the company’s expectations.

However, we appreciate the time and effort you have devoted to your position during the probationary period.

Please contact the accounts department regarding your severance pay.

Thanking you.

For **“Company Name”**,

Authorized Signatory.