Place:  
Date:

Sub: Termination letter.

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

The purpose of this letter is to inform you that your employment with us will be terminated as of **[date]**. The reason for termination is due to your negligence in the duty.

Even after a series of warnings, there is no change in your approach to work. Your wilful neglect, disobedience, and nonseriousness towards work have been observed by the management.

Therefore finally we decided to terminate your employment.

You will be entitled to severance pay, for which you must return company assets such as your laptop, mobile, and any other property you hold.

We would like to thank you for your work so far and we wish you good luck in your future endeavours.

For **“Company Name”**,

Authorized Signatory.