|  |  |
| --- | --- |
|  | Street Address, City, ST ZIP Code  Telephone  Email doxhub.org |

Date

Dear Recipient,

We regret to inform you that your employment is terminated from company ABC which comes into effect on (date). I personally had a couple of meetings with you where we clearly discussed the issues we had with your performance. We gave you a two-month period to improve yourself. However, we did not observe any kind of improvement.

After consulting the management, we have taken this hard decision of terminating you due to your poor performance at work. You do not pay any attention to your deadlines due to which we have lost some of our valuable clients. Your uninformed absence from work has affected our entire team as we had to engage additional staff for getting the tasks done. Your behavior has been extremely unprofessional and has disturbed our office policies. We have tried to talk to you over and over again so that you can bring positive change in your work ethics. But all our efforts seem to have no effect on you.

We have issued you written warnings multiple times, which were acknowledged by you. We have attached those letters of warning in your file, which you can review on request. You have personally discussed your issues with your line manager and agreed upon procedures for betterment. Failure to do so has resulted in a decision of termination.

We have calculated your final pay which will be cleared by the HR on (date). We will be sending you the pay cheque and your experience certificate to your address provided by mail by the end of this month. Please return all the company belongings. We wish you good luck for your future endeavors.

Your Name

Title

Email