[Company Name]  
[Address, City, STATE, Zip]  
[Contact]  
[Website]

Date:

To

[The Recipient]

The motive for penning down this letter is to bring to your notice that you are being terminated from the company on account of your behaving badly and inhumane with female staff members of the company. Your order of termination has to be implemented with immediate effect. This decision has been taken after reviewing the company’s corrective process. It was the need of the hour to terminate you because after giving so many verbal warnings you did not show good behavior and you time and again violated the company’s anti intimidation policy. The rules of the company have to be followed at any rate and these are the same for everyone without differentiation.

If anyone fails to put up with the company’s terms and policies, it is risky for both staff members as well as for the company. We are authoritative to take the termination action and no one can raise any objection on it. You can no longer enjoy the benefits linked with your post as managing director upon termination. If you have in your possession company’s computer, car, laptop, and other things then please return it kindly to the account’s office. You should keep in mind the thing that you despite your termination you have to follow the rules of confidentiality of the company. if you are not supposed to disclose the secret information of the company with anyone during your course here.

You will get your full salary for this month and this decisiveness is irremediable. You were put under strict observation but in spite of all this, you did not show any improvement. So, terminating you was the option left for us.

Regards,

Michel Lord