To

Dear Mr. Howard,

This letter grounds serve as a notice of termination for behaving badly with our senior female staff member. Ms. Ifra was working as an assistant executive for the past 10 years in XYZ corporation. The company is agreed to terminate you for the post of sales executive after your misbehavior with female staff members.

You have been doing this for the past few months and we were noticed. You have been kept under observation and now we have come up with a decision based on which we will terminate you.

Miss Lexi, director of the accounts department, you behaved uncompassionately with her and abused her using a harsh tone. You are also involved in making wrong elegances with some of our newly appointed female staff members and it has dilapidated the esteem of the company. You have also been convicted of animosities with lower staff members and have ill-treated them.

A complaint has been registered against you by your coworkers detailing your behavior. I had been informed many times about your heartless attitude towards female employees.

Despite giving countless counseling sessions and hard efforts you didn't show any change in your behavior. You have also been given many warnings, but you ignored them each time.

Our last meeting was held on 8th February, and you assured us that such kind of acts will not be repeated in the future. But, despite all this, we didn’t receive any fruitful results from your side.

We cannot bear this kind of attitude in the organization and anything that goes against the company’s policy is considered misconduct.

For the same reason, we have issued a termination letter to you. We expect our male members to behave politely with their female coworkers and we cannot compromise in this matter. The only option we were left with was to terminate you. You will be provided the salary for this month. In case you have any queries regarding it, then you can let us know.

[Your Name]  
[Designation]