**Date: [DATE]**

**Re. Separation Letter with Immediate Effect**

Dear Employee, with remorse and regret, is to inform you that you are no part of this company. On account of your unprofessional demeanor demonstrated in your negative behavior, poor performance, lack of focus at work, and unpunctuality, our team at the Talent Acquisition Department has decided to terminate you with immediate effect. Your termination will be effective from tomorrow which makes [date] your last day in the office.

We are regretful to make this decision but the company has to come up with a solution to such unprofessional behavior. It might sound unpleasant to you and would cause shock but we are sorry that the decision is ultimate and there will be no further inquisitiveness into this issue. However, we have discussed the matter with your supervisor who has approved your termination by acceding to the decision by TAD of the company.

To make your termination free from any disruption and convenient, Assistant HR Mr. [Name] will be at your disposal to guide you further about our termination policies and unemployment benefits. We will provide you with your final paycheck and other remunerations recognized by the Employment and Termination Laws of the Federal Government 2020. Moreover, you are requested to hand over the company’s property to your supervisor which includes your employment card, important documents and notepads, lockers keys, parking card, and other insurance cards, etc.

Moreover, please return the company’s laptop to the IT Head Ms. [Name] before leaving.

We will support you in making your transition smooth and provide an experience letter for the time you stayed in this office under [mention the designation]. We will thank you for your cooperation and wish you good luck for your future prospects.

Feel free to contact me if you have any questions regarding termination and unemployment benefits. Thank you.

Regards,

[Name]  
[Designation]  
[Company]  
[Signature]

Forwarded: to all the departments and their respective heads.