

Termination Letter

From,
Jack Aniston
3637 Street Avenue
Villa WA 38202
(392) 292-4947

29-3-2022

To,
Kiran Sharma
Av 3722 Egestas. Rd.
Manitowoc TN 39272

Subject:

Dear Kiran Sharma,

This letter is to inform you that you are terminated from the post of(mention designation) with immediate effect. In the past couple of months we've regularly been receiving complaints about your responsibility towards work and lack of concentration. We have warned you several times but it seems there is no positive response from your end. The decision of termination has been taken with reference to the employment contract.

Kindly, submit all the credentials and confidential details of the company at your earliest. Also, we have scheduled your meeting with the HR executive to complete the formalities.

You can mail me directly for any further queries.

Thank you,

Yours sincerely,
Jack Aniston
HR Manager
XYZ Technologies