

Termination Letter

From,
Lina Roy
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28-09-2022

To,
Tanmay Gupta
P.O. Box 262 4978 Sit St.
Yigo Massachusetts 50654

Subject:

Dear Tanmay Gupta,

With deep regret, this letter is being written to inform you that you are terminated from the employment with an immediate effect. Due to your constant poor performance, the management has decided to dismiss you.

You have received warnings multiple times regarding your performance and the manager himself has taken your counseling session. But it seems all the efforts went in vain as you even not managed to complete the target the third time in a row. Therefore, we are bound to dismiss you as you are not contributing to the company's growth.

Your salary will be cleared by the month-end in the form of a paycheck or you can take it in cash. Kindly, hand over the phone which the organization provided you and the company document.

Also, please update us with your latest contact number. For any queries email us directly.

With best regards

Thank You.

Sincerely,
(Signature)
Lina Roy