

Termination Letter

From,
Rohit Garg
263-2836 Vel Avenue
Delhi 28382
(927) 827-1832

28-03-2022

To,
Matthew Jose
728 2617 Gravida St.
Tamuning Washington 18261

Subject:

Dear Matthew Jose,

With great regret, we would like to inform you that you are no longer a part of our organization. Your employment has been terminated with an immediate effect.

The reason for termination has been taken owing to your irregularity at work and regular absenteeism. As per the company's policy, the board of the company has decided to discontinue your employment. We can't bend the company's policies for an employee. You can't take more than 4 leaves but you have been absent on many important events as well without prior informing your manager.

You have done this even after constantly receiving warnings from your manager. Therefore, this attitude towards work is not acceptable. Also, we've enclosed the final paycheck with this letter.

Wish you the best in your future endeavors. Any queries will be directly addressed to the HR[name and email address].

Regards,
Signature
Rohit Garg
Your Position