

Cancellation Letter

To

Date

From

Subject:

Dear Luv,

We would like to inform you that the termination of your employment with our company will be effective (mention the date). The reason for your termination is your regular absence from work. You were also not present at the important formal meeting and in fact taken the leaves more than allowed in the past six months.

This has been brought to your notice earlier, as well your manager has warned you many times. The clients you are associated with you are not happy with your service. Also, we have received feedback from the clients assigned to you.

As per Clause 12 of the contract, Your notice period will be effective from today and the serving period is valid for two months. The desire to quit immediately can be processed also, we can have communication over this. Hope you'll respect the company policy.

If you have any queries you can email me directly.

Thank you

Yours truly,

Your name