

Termination Letter

From,
Joe Watson
2812 Av. Street
Asbury Park Manhattan 18261
(826) 827-1739

Date: 12-11-2021

To,
Ben Tribbiuani
9173 Sollicitudin Road
Burlingame Colorado 17251

Subject:

Dear Ben Tribbiuani,

This letter is to inform you that you are no longer be a part of our organization. You have been terminated from the post of Senior Engineer with immediate effect. So, kindly submit the final presentation of the allotted project.

In past, we've warned you several times against the complaints we are getting of your misconduct with our employee. But seems you've failed to maintain our organization's decorum. According to the employment agreement. Clause 20 has clearly mentioned any kind of misbehavior can not be tolerated. Therefore, disciplinary action would be taken in such a case. Hence, we are compelled to initiate your termination from our organization.

Also, you are legally bound not to disclose any confidential information belonging to our organization.

Kindly, be present tomorrow to cancel the employment. You can further contact me in case you have any doubts or queries.

Thank you

Yours sincerely,
Joe Watson
HR Head
XYZ Technologies