

Termination Letter sample

JONES CORPORATION
(An exclusive door for Garments)
Corporation Building, Motijheel, Dhaka.

1st June, 2004

Mr. Rashid Choudhury
Collection Manager
Regional office, Dhaka

Sub: Termination Order

Dear Mr. Hashid Choudhury,

It is my painful duty to inform you that your services will be terminated from 1st July.

Your work, punctuality and efficiency have been under observation for the last three (3) months but there has been no improvement on your part. Hence the management has no other way but to give you one (1) month's notice of termination as per the terms of your appointment.

Yours truly
Jimmy Jones
Managing Partner