From,

\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_ (date of writing of the letter)

To,

\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_

Subject: Receivers’ termination letter

Respected Sir,

On behalf of our company, it is very sad to announce that you have been terminated from our company. As a field manager it was our pleasure to work with you. As per the reasons you know that your criminal background could not be accepted by our Board of directors.

It is a hard time not only for you but also for us. Your termination is a very harsh decision, but it cannot be avoided. As for your basic and fund payments we request you to collect it from the reception. It has been already been delivered. Your files are already posted at your place.

I hope you will find a better option than us. You are a strong man and that could be accepted. Thanking you.

Yours Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Signature along with your position and company name