Dear Mr. /Ms …………………

Sub: Termination of Services.

Ref:  Our Letter No…../Performance/…..dated ………..

Our previous letter, which is cited above, may be referred to wherein you were advised by your Head of Department to give more attention to your duties and improve your performance. in spite of this, no improvement has been noticed in your performance.

Therefore, this is regretfully informed on behalf of the management that your services have been terminated with immediate effect. You may obtain clearance certificate from the account department.

Wishing you the very best of success in your future endeavors.

Yours sincerely,

……………….

Copy to:- Accounts Dept

Place: ……………Dated ……………