From,

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

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

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

Date: \_\_\_\_\_\_\_\_\_\_ (Letter is written on this very date)

To,

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

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

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

Subject: termination Letter for the receiver

Respected Sir,

On behalf of our organization, I would like to inform you that, you have been terminated from the post due to the misconduct with the client. As per the rules of our organization, such a behavior is not tolerated and this is the third time a client has complained in last 3 months. A person of your capability is not expected with such a behavior.

The decision was taken consecutively by the high ranking officials. There were many complaints against you from your co-workers also. You are requested to collect all your stuff and payments from the personnel department.

I wish you get a good luck in life. Your provident fund has also been transferred to your account.

Thanking you.

Yours faithfully,

Name and Signature