Mr. Martinez Roger,

Marketing Manager,

CMC Solutions,

United States

Mr. Roger,

We regretfully inform you that your employment has been terminated owing to your poor performance. It is the obligation of the committee to dismiss employees who perform poorly, for 6 months. Your name appeared in the chart.

For the last 8 months, we have assessed your performance. Unfortunately, we have not identified any improvement. In addition, we have noted that the company has not received any orders through your team. The company is committed to optimal goal achievement. To this effect, your services to our organization are being terminated. Any dues will be cleared within a month.

We would like you to know that we are grateful for all the services you rendered to the company for the 3 years you have been our employee.

Thank you

Sincerely,

CEO, CMC Solutions