From,

\_\_\_\_\_\_\_\_\_\_ (Name of the sender)  
\_\_\_\_\_\_\_\_\_\_ (Sender’s designation and company)  
\_\_\_\_\_\_\_\_\_\_ (Sender’s address)

Date: \_\_\_\_\_\_\_\_\_\_ (Sender wrote this letter on this very particular date)

To,

\_\_\_\_\_\_\_\_\_\_ (Name of the Receiver)  
\_\_\_\_\_\_\_\_\_\_ (Sender’s designation and company)  
\_\_\_\_\_\_\_\_\_\_ (Sender’s address)

Subject: Termination Letter for the receiver

Respected Sir,

We are very sorry to inform you that you have been terminated from our prestigious organization. You served the company for last four years and you did well as per your works. Still we had to sack you; the reason lying behind this is your misconduct and the interaction with co-workers. Unfortunately to add on this your police record is also one of our main tensions.

We are very sad terminating you. On behalf of our company I would request you to collect all the payments. It is also requested to clear your locker and company affiliated bank accounts. You are also requested to handover the company house and the vehicle.

I would also like to thank you for your contribution in the company. Hoping you will kiss the success from air,

Thanking you.

Yours faithfully,

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

Name and signature (This thing should be of senders’)