**TERMINATION LETTER TO EMPLOYEE FOR MISCONDUCT**

Dear Mr. Gibbs,

The purpose of writing this letter is to inform you about your termination from the position of Sales Executive at ABC Corporation Pvt. Ltd. The management has decided to terminate you after observing your behavior from last six months. Below are some of the points due to which we had to take this decision:

* You have misbehaved with our clients and you have also been making wrong commitments with the clients about the products and selling policy which has adversely affected the reputation of the company.
* You have also ill-treated the peons in the company and have exploited them for your personal services.
* We have also received complaints from your co-workers mentioning your rude behavior.
* Your supervisor has also complained against your casual attitude towards work. Despite his counseling and warning, there has been no change in your behavior.
* Moreover, you have been reporting late to the office despite being warned thrice.

You had assured the management at the meeting held between us on December 10, 20XX that none of the above mentioned behavior will be repeated in the future. I am sorry to say that there has been no improvement. All these actions are against the Company’s rules and regulations and management considers them as serious misconduct and hence an immediate dismissal has been issued against you.

At ABC Corporation Pvt. Ltd., we are very particular about the conduct of the employees and about the reputation of our organization. We can never compromise on any deeds that hamper the image of our company. Keeping this in mind, we are left with no other choice but to issue you a termination letter.

Your remuneration till date, including the date of this letter will be made to you in your paycheck. For any queries, please contact the human resource department.

Regards,

Sam Jackman