**SALES EMPLOYEE TERMINATION LETTER TEMPATE**

Dear ABC,

We are writing this letter to inform you that your employment in the job position of **(add** **title)** with **(add company name)** has been terminated. We request you to initiate your termination process and vacate your desk post the lapse of your notice period.

For more than three months, your sales performance has been below company expectations. This issue was already discussed with you by the management. The management also provided you with the required training and development to enhance your skills. Despite all the support provided by the company, your performance failed to achieve the expected objective.

Further, we have received complaints from your team members and colleagues about your bad behavior and improper conduct at work. Despite the repeated warning, you have failed to show any improvement in your behavior. Therefore, management has decided to terminate your employment.

Your employment contract empowers the employer to terminate your employment after six months of employment on the grounds of misbehavior or misconduct. Therefore, the decision is legally right, final and irrevocable.

If you have any questions or doubts, feel free to contact the HR department. Thank you for your service. We wish you success in your future endeavors.

Sincerely,

**(Name)  
(Title)  
(Signature)**