[Your Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name] -optional

**Subject:** Termination of Job

Dear Mr. /Miss [NAME HERE],

We are very sad to announce that we have decided to terminate you from the job. You have conducted a very serious fight with co-workers that have damaged the environment as well as the reputation of the company. We would like you to leave the job. We assure you that we will clear all your debts.

Regards,

HR Department/Manager

[NAME HERE]

Signature