Company Name

|  |
| --- |
| Street Address, City, ST ZIP Code  Telephone  Email |

Date

Dear Recipient,

This is to inform you that you have been terminated from the position of ‘Sales Manager’ in XYZ Limited. This is an irreversible decision and will be in effect from 1st October 2019.

Over the period of last two years, you have been given three warnings for improving your performance and meeting your targets. Your low performance has given leverage to your subordinates as well and we have seen an overall decrease in your department’s motivation. You have proven yourself as an incompetent manager and we cannot afford any more financial losses on your part.

We have informed the HR department to clear your dues till 30th September 2019. All your fringe benefits, including health and medical insurance, will end on this date as well. You are requested to handover the company car and laptop till 1st October 2019.

For any questions, you can contact the HR department at [TEXT].

Regards,

Jill Smith.