08-01-2020  
Edirne Hamilton

Manager

Chicago IT Consulting Firm  
Brooklyn, FG56

Dear Ms. Hamilton,

I am sorry to inform you that the company has terminated you because of continuous disrespectful behavior with the employees. You not only shout, abuse, rather your performance is also getting poor day by day. There is no reason that the company keeps you in management. We sent you three warnings, but you didn’t consider and took the light. Now we cannot tolerate, and you have to leave. Clear all documents, and accessories you are using by the 25th of this month. We will not accept any regret and sorry.

Sincerely,

Mark Steven