To

[Recipient Name]  
[Company Name]  
[Address, STAT, ZIP]

Re. Termination of Mr. Costa from the Designation of Senior Project Manager

Dear Emily,

I am Will Noman from Nelson Group of Companies. I am an HR manager here. I hope this letter finds you well. This letter aims to inform you that Mr. Costa, a former Senior Project Manager, is no more part of the Nelson Group of Companies. He has been terminated from the company due to certain reasons. The purpose of this information is to tell you that you will be dealing with Mrs. Rosy for the sake of all business concerns including projects, contracts, and purchase deals.

The company was compelled to fire Mr. Costa because of his unprofessional behavior strengthened by incompetency at work. A case of harassment was also reported by a female employee of our company. Costa was warned about it and he promised to not do such things again. The problem prevailing was he did not consider several warnings related to his incompetency, non-seriousness and, poor working quality at the job.

Considering and giving huge regard to the company’s working quality, efficiency, and fair name, we are always willing to layoff the employees who are not serious with their work and put the company at risk of ill-fame and production of poor working quality.

Focusing all the above, the CEO, Director, and Senior HR Manager seated together to discuss the matter and concluded to terminate Mr. Costa. We apologize for any inconvenience you bear due to all this. I hope you will understand this matter of importance, supporting and withstanding with the company’s decision of Costa’s termination imparting great significance to the company’s quality of work and proficiency. Mrs. Rosy will contact you soon at your convenience. For further, be kind to ring at [X] or write your view to [email].

Thanks for your cooperation.

Sincerely,

Signature