[Company Name]  
[Address]

To

[The Recipient Name]

**Re. Recommendation of the Termination of Mr. Michael Levant from the Department of Project Analysis and Development on the Grounds of Chronic Inappropriate Behavior and Poor Performance.**

Dear Manson,

The letter has been drafted to serve as a recommendation letter from the Supervisor/Head/Consolidation Officer of the Department of Project Analysis and Development. The letter justifies and recommends the termination of Mr. Michael Levant for inappropriate behavior and poor performance. Levant’s sheer irresponsibility and carelessness have caused immense irregularity and have caused [X]’s Project of $1M investment as creditors. His wrong calculation and then misconduct have caused me to recommend that.

Mr. Levant has already been warned and reprimanded for such misconduct and carelessness which met no amendment and improvement. On 10 February 20XX he was furnished with a warning/reprimand letter and ten days' time was provided as a period of sheer diligence and careful conduct. Hence, he did not pay heed to the reprimand notices (verbal and written). On asking me to amend his ways, he behaved rudely and pounce the files on the table of the senior manager.

There are certain rules and regulations that need to be followed while working on the premises of the office. Moreover, Federal Law of Employee Commencement 2017 clearly states that an employer is legitimate to reprimand/demote/terminate any of the employees whose behavior does not accommodate the environment of the workplace.

Having said all of this, I recommend the immediate commencement of Levant’s termination withholding all of his rights to pension and termination perks. Such disciplinary actions are to improve the workplace environment and indicate the other workers to behave within a certain code of conduct.

A copy of the letter has been provided to all the department heads, management force, and human resources. Please contact me for more at [X] or write to me at [X].

Regards

Manson Karl  
Supervisor/Consolidation Officer  
Department of Project Analysis and Development  
I-CEPS Group of IT Professionals and Software  
C-90 G Sector, San Diego, California  
USA