

ATTORNEY TERMINATION LETTER

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Introduction

Attorney termination letter are a type of employee termination letter. It is mainly used to sack or terminate an employee from the organization or the company. The reason of this termination should be mentioned. It should also contain all type of payment details including the provident fund

Attorney Termination Letter Tips

There are certain rules that are to be followed and maintained. Some of them are as per mentioned below:

- The mistakes are not acceptable.
- It should end with a wish of luck.

Sample Attorney Termination Letter

From,

_____ (name of the sender of the letter)

_____ (designation of the sender)

_____ (address of the letter sender)

Date: _____ (Date is written on this very date)

To,

_____ (name of receiver of the letter)

_____ (designation of the letter)

_____ (address of the letter receiver)

Subject: Termination letter for the attorney addressed

Respected Sir,

It is on my part to inform you that you have been terminated, as dated on XYZ. Our organization is one of the flourishing attorney groups providing the service. As per the regulations of our group the attorney with the least number of clients is terminated. You being the attorney for this year, hence you are terminated.

The decision was taken consecutively by all the members of the board of the directors. You are one of our most talented attorneys. I hope that you succeed in your future. I hope that you get a good job after getting out of here.

You are requested to collect all your stuffs from the reception. Your payments are already transferred in your account. You have got the least number of clients for past two years. You are requested to collect all payments. Thanking you.

Yours Sincerely,

Name and Signature

Attorney Termination Letter Template

From,

Date: _____ (Letter is written on this very date)

To,

Subject: termination Letter for the receiver

Respected Sir,

On behalf of our organization, I would like to inform you that, you have been terminated from our organization due to the misconduct with the client. As per the rules of our organization these kinds of behavior are not tolerated. We received many complaints regarding your misconduct in the court house. A person of your capability is not expected with such a behavior.

The decision was taken consecutively by the high ranking officials. There were many complaints against you from your co-workers. You are requested to collect all your stuffs and payments from the personal department.

I wish you get a good job after being terminated from here. I also wish that you gain success in your future. Your provident fund has also been transferred to your account thorough e-banking. Thanking you.

Yours faithfully,

Name and Signature

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