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**Introduction**

A company or an organization holds the right to terminate the services of its employees if they show unsatisfactory performance or unscrupulous activities that may harm the company in any way. However not everyone are adept in breaking bad news or potentially devastating decisions to others properly because it takes immense talent to describe negative facts in a positive way. A properly written letter best suits the role of a media to convey such messages to the employee.

**Employment Termination Letter Tips**

A few tit bits on writing an employment termination letter:

* The letter must be brief, formal and to the point. Useless facts must be omitted.
* The employee has the right to know the reason of termination clearly. So this subtle fact should be taken care of properly.
* Hurting one`s feelings is morally unacceptable. Nothing should be included in the letter that may affect the employee psychologically.
* A few kind words at the end will not cost much.
* The employee must know the date of the termination. It should be mentioned.

Sample Employment Termination Letter

From,

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_ (date of writing the letter)

To,

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

Sub: Regarding the decision of termination of your association with this company.

Dear Mr.ABC,

We are extremely sorry to inform you that considering your recent activities which are allegedly hostile to the very cause of the organization. Despite our previous efforts of warning you about the consequences of your actions through the letters from our CEO dated X, Y and Z, you showed no signs of improvement.

Thus for the cause of the greater good, we have decided to terminate your services with this company with effect from PQR. We are extremely sorry for the inconveniences and we sincerely hope that you find better career options in the near future.

Thanking you,

Name and Signature

# Employment Termination Letter Template

# From,

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# Date: \_\_\_\_\_\_\_\_ (date of writing the letter)

# To,

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# Sub: Regarding the decision of termination of your association with this company.

# Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of the employee concerned),

# We are extremely sorry to inform you that considering your recent activities which are allegedly hostile to the very cause of the organization. Despite our previous efforts of warning you about the consequences of your actions through the letters from our \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of the official concerned) dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (dates concerned), you showed no signs of improvement.

# Thus for the cause of the greater good, we have decided to terminate your services with this company with effect from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date of the proposed termination). We are extremely sorry for the inconveniences and we sincerely hope that you find better career options in the near future.

# Thanking you,

# Name and Signature

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