

Company Name

Address

Date

Dear[Name]

We are writing this letter to inform you formally that you would not be need to continue as [Designation of employee] with [company name] due to lack of work. Your position stands terminated from [Date]

Your performance in the last financial year has been carefully evaluated and has not been found satisfactory. There has been a lack of productivity and also you are not reporting your work on time. In addition to this, there is also some disciplinary issues in the past.

Due to all these reasons, termination is the only possibility. Your final payment of dues including your salary for one-month notice will be made to you at the end of the month. If you have any queries regarding this and wants to discuss about this matter, please free to contact with HR department.

Regards

HR Manager