**Sample Notice of Termination Letter**

From:

Manager HRD & Admin

New York

Mingle Rolls Company

Letter No.1 /Admin/Termination/1/2010

To:

Ms Jennifer Lawson

Administrative Executive

Dear Mr. Paul,

Sub: Notice of Termination of Services.

Ref:  Our Letter No 1/Warning/ dated 25-8-2010.

This is with reference to our earlier letter sent by the HOD, advising you not to take leave frequently without prior notice. Even after such advice, you seen to be taking leaves without formal approval, which is against the rules of the company.

Therefore, you are being warned that you will be terminated from your services without prior information from us if you continue to take leave without prior consent.

Please acknowledge receipt of this warning note.

Yours sincerely,

Richard Marshal