**Sample Termination Employment Letter**

From:

Mr. Lingaraju J

Manager HRD & Admin

Chronicle Systems Ltd

Hyderabad

15th March, 2010

To:

Mr. Sundar Raj

Marketing Executive

Dear Mr. Sundar Raj,

Sub: Termination of Services.

Ref:  Our Letter No 1/Performance/2 dt 20-12-2010

As per the details provided in the letter quoted above, you had been counseled by your HOD with regard to your current performance and the way in which you could improve it to cope with the company requirements.

Unfortunately, even after the counseling and ample duration of time to learn and improve yourself, there has been no change in your performance. Owing to this reason, we are sorry to inform you that your service with Chronicle Systems Ltd. has been terminated, effective from 31st March 2010 (AN).

Thank you for your association with us. We wish you good luck for your future endeavors.

Yours sincerely,

Lingaraju J

Copy to:-

Accounts Dept