Date  
  
Emp. Name  
Address  
  
Dear Emp. Name.  
  
**Sub: Letter of Termination due to non-performance**  
  
With reference to your ultimatum on the grounds of attitude & performance, management has found no improvement despite having given opportunities & leniency and hence decided to terminate your services with immediate effect.   
  
Your final settlement will be cleared by the management. You will handover the Company property if any to the HR Dept.  
  
We take this opportunity to thank you for your contribution to the organization during the tenure here with us & wish you luck on your future endeavors. Please acknowledge this letter as a token of your understanding.  
Yours Sincerely