**Employment Separation Letter**

5th August 2010,

James Douglas

Emp No: 568,

ACME Company Inc,

Hyderabad.

Dear James,

Despite having received three disciplinary notices in the last five months disapproving your indolent work-conduct, you have not displayed any affirmative action to remedy the same. During the last year alone, you arrived late for work on as many as 36 occasions and absented yourself on a further five occasions without your manager’s prior sanction. Further, you failed to submit the report on the project assigned to you within the fixed deadline.

We nurture association with employees who work with punctuality and display diligence in working according to deadlines. Our clients will be left with no option but to look elsewhere if we cannot offer them reliability and professionalism.

In these circumstances, I am to inform you that your employment at ACME Inc. is hereby terminated in accordance with the Company’s Core Standards and Professionalism Code. The termination comes into effect immediately. You will be paid two weeks salary in lieu of notice of employment-termination.

Our policy with regard to organizations looking for professional references in your name is to disclose only your Job-Title and the dates of the period for which you were employed with us. You are assured that all other details of your employment remain strictly confidential.

We wish you the best in your future.

Sincerely,

Cathy Carr

Sr. Manager, Operations.

ACME Inc.