ZZZ company

22 East 30th Place
Bangalore, India
Date: DD, MM, YY

Dear Piyush,

We are writing this letter to formally notify you that you would not be required to continue as Assistant Manager with xxxx organization due to lack of work. Your position stands terminated from 1sr April, 2016.

Your performance in the last financial year has been carefully evaluated and has not been found to be satisfactory. There has been a lack of productivity and higher number of customer complaints. In addition to this you have not been reporting to work on time and there have been several disciplinary issues in the past.

In the light of these reasons, termination is the only possibility. Your final payment of dues including salary for 1 month in lieu of notice will be made to you at the end of the month. If you have any queries and wish to discuss this matter further, please feel free to connect with the HR Department.

Regards

HR Manager