**TERMINATION BY EMPLOYER**

Mr. ­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_

Sir,

Ref: Appointment letter dated \_\_\_\_\_\_\_\_

As per your performance review the management is quite disappointed by your input to the company and hence have decided to terminate you from the company.

As per Clause \_\_\_\_\_\_\_ of your appointment order that was dated \_\_\_\_\_\_\_\_\_, either party require to give two months notice during termination of services.

Hence accordingly, the management has issued this two months notice. Your service will be terminated from our company with effective from \_\_\_\_\_\_\_\_\_.

Please make a note of it.

For (company),

Manager (P&A)

CC President,

 Vice President (F),