

[Insert or write the name of the sender]

[Insert or write the job title of the sender]

[Insert or write the full name of the entity]

[Insert or write the date]

To,

[Insert or write the full name of the recipient]

[Insert or write the job title of the recipient]

[Insert or write the full name of the entity]

Dear [Insert or write the full name of the recipient],

It is really painful from our end to deliver the information of termination of your service from [insert or write the name of the news production company]. You will no longer report to [insert or write the name of the news production company] from [insert or write the termination date].

We are sorry to inform you that the decision that has been taken for your termination is final and cannot be reversed. During the interview, we had noticed the talent in you to reach out to the audience on a large scale and we found your communication skills of supreme quality.

We had expected that you will put up a good show in these challenging times but you could not prove your ability. We really did not expect that you as a candidate fail to put up a poor show in recent times.

You have already had so much experience in the field of news editing in previous companies along with good scores in your academics. You were not helping the news team with reviewing and editing the raw footage during the past few days.

You were not found assisting the newcomers in preparing the presentation of news stories so that they could deliver in an impressive and convincing tone. We had also received complaints from viewers through the mails and phone regarding your failure to deliver the latest events on time.

The viewers are losing interest in watching our news broadcasted on television and on interest. This week, we found that we stand nowhere among the competitors. Our ranking has actually come down. This is really affecting the reputation of [insert or write the name of the news production company].

We do observe you are not coordinating well with the team members. You seem to be very quite tired and you had been absent for 15 days last month owing to your sickness.

It would be better if you step down from this responsible position as the News Producer. You seem to be quite unfit at the moment. It would be better to take rest for some more time and start afresh again.

We are always there for you for whatever reimbursement you would require in the future in regards to your medical benefits and settlement of full and final amount.

Wish you good health and better luck!

Thanking You,

Yours Sincerely,

[Insert or write the name of the sender with signature]

Designation at the [Insert or write the name of the Company]

[Insert or write the mail ID or the contact number of the sender].