[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],

We the management department of (insert or write the name of the company or organization) are very sorry to inform you that your employment as a fashion editor with (insert or write the name of the company or organization) has been terminated due to your standard performance over (insert or write the period).

Your termination will be effective from (insert or write the date of termination). This decision has been taken because of your poor attendance. After being warned so many times you did not change yourself.

Working as a fashion editor you have been allotted to supervising the overall process of creating, developing, planning, presenting, and managing content for fashion. Especially for our magazine, photoshoots, newspaper section, websites, or for the television program.

You were assigned for such hard work but because of your attendance, the whole team had to suffer. This kind of behavior is not acceptable by the company so, we had to take this decision to terminate you and we think it is all better we could do.

Our company requires an employee who is dedicated to his work and a hard-working person. We were sorry to say that we did not find any of these talents in you. So, it will be better if you find another job which will be suitable as per your talents.

Thank you very much for being a part of our team and for all your efforts.

With regards,

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

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