Dear Mr./ Mrs./ Ms. [Insert the name of whomsoever it is concerned to]

SUB: [Insert the subject concerned to the letter]

Greetings of the day!

You have been a part of [Insert the name of the School] since the past [insert the number of years of service at the school] years. We deem it a joy to have you as an asset to this organization.

Throughout these [insert the number of years of service at the school] years, your wisdom and knowledge have immensely contributed towards shaping young minds that are in successful places today.

[Insert the name of the school] believes in providing equal opportunities to everyone who has been a part of it. We deem it a necessity to provide opportunities to people who have given their best to this organization, in the past years; due to which, we are sorry to inform you that we will have to terminate you from your position effective from [Insert the start date of the termination].

Any pending payments will be completed on or before [Insert the date of payment completion]. We request you to complete the formalities of returning the school possessions including your ID card, system, and other supplies, on or before [Insert a date to submit the supplies]

We hope for your understanding of the situation. Once again, we are grateful for your commendable service towards the well-being of this organization, it’s staff, and its students.

Thank you very much!

Cordial Regards,

[Insert Full Name of the Sender]

[Insert the designation at the organization], [Insert the name of the organization]

[insert necessary contact details]