

**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]**

