

[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 company]

[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 company]

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

Your employment with the company has been terminated with effect from (insert or write the relevant date) and it is communicated to you through the letter. Any belongings of the company should be returned within the said date.

Your performance as a marketing executive has been truly disastrous, something which the company had not expected at the time of hiring you for the position. Your contribution to the entire marketing project, of which you were a direct part of, has been very low and almost nil as compared to your colleagues in the same project.

You also have behaved in an unethical and unprofessional manner during your entire tenure with the company. All these things are not something that the company expects from its employees.

So, keeping with the same you are required to respond to the email sent to you and go through the same in detail, and to complete the termination without any trouble for both the parties associated with the said process.

Further, the company expects that you will respect the contractual obligations and not reveal anything important that you have become aware of during your tenure, and threaten the business stability of the company.

Your queries can be communicated to the person insert or write in the email whenever you require any type of assistance with the procedure.

With regards,

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

Marketing executive at the [Insert or write the name of the company]

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