

[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],

With deep regret, we are hereby to notify you about your termination from [insert or write the name of the company] with the date applicable from [insert or write the termination date]. You may be finding it very unpleasant but we cannot do more than this. We have tried enough to save your job but the contribution from your end is insignificant and that is really not up to the standard.

It would be better for you to search for a job somewhere and start afresh again. You have worked with us for [insert or write the number of years] and the emotional attachment that has grown between you and us is not letting the separation go so easily. You will always remain close to our hearts on an emotional level but on professional grounds, you have to vacate the post as IT Help Desk Technician.

As we take to understand your skills and performance from the beginning, you did well in your process training and mock call training sessions. You did show your expertise in troubleshooting the business software including the CRM application of the business clients. We did receive appreciation calls from those clients.

After some time we saw that your performance graph has completely deteriorated. You were set on a performance improvement plan. But you did not take it seriously. You showed your inability in troubleshooting the software issues through remote sessions. You elongated the calls unnecessarily by engaging with the clients in baseless conversations and without solving the core issue.

This was not tolerable. It has impacted our production in a negative way. You did not even bother to send the tickets to the right resolver groups for the clients who were facing server issues. You had never taken the initiative to study the daily updates related to the process sent to you through the mails. As a result, you could not clear the monthly assessment related to the process.

Overall, we found you completely unsuitable for the position of IT Helpdesk Technician. But if you try then you will definitely do better in some other company. Do not lose hope. We are always there with you. Do return us the company laptop, access card and rest of the digital gadgets assigned to you on the date of leaving the company. Wish you all the best for a bright future!

Thanks and Good luck to you,

Yours Faithfully,

[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].