

Letter of termination to the ESL teacher

[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 feel very sorry to inform you that your teaching career in our (insert or write the name of the school or institute) is going to end (insert or write the period of termination). As we are issuing a formal termination letter for you. However, we feel very bad about this as we built a good relationship with you.

As an ESL teacher, you were assigned for assisting students to learn English no matter what age they are. You are also responsible for creating and providing lesson plans that will inspire students to learn.

But the reason for this prompt termination is that we have been receiving complaints about you from both parents and the students. It was mainly about your rude behavior towards the students of your class.

Moreover, we have also received so many complaints about your bad teaching methods and skills from the students. Most of them want to leave this institute just because they were not getting good grades because of your teaching method.

So, we do not have any other options except to terminate you from this institute. Thank you very much for being with us and for your efforts. We hope that you find a better future ahead.

We want to wish you luck in your next job. If you want to know anything about your termination, you can contact the number or mail id insert or write at the end of this letter.

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].