

[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],

This letter is formally notifying that you are terminated from our company (insert or write the name of the company or organization) as a millwright.

This decision has been taken by the management department of (insert or write the name of the company or organization). Your termination will be effective from (insert or write the date of termination).

The management department has decided to terminate you, as you were generally assigned on a typical job, will read diagrams and schematics and schematic drawing and service manuals to determine work procedures, operate rigging equipment to pick and place machinery and parts, align gears, shafts, fit bearing, and align motors, coupling, and belts, perform predicatively and many more.

But our management got some complaints about your poor performance. For this reason, our company was facing a high delay of work. You have been warned for (insert or write the number of warnings). And now the management decided to terminate you.

We need an employee who is hardworking and dedicated to his work. But we are sorry to say that we did not find anything special talent in you. Thank you very much for your hard work.

We hope you will get a new job very soon which will be fit for you and you will do great over there. We will clear all your dues on the last day of your employment. We wish you good luck.

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].