

# Dismissal Letter

From,  
Indrani Kapoor  
HR Director  
XYZ Company  
78 Street,  
Salt Lake City, Kolkata- 240034

Date: April 4, 2018

To,  
Mr. Ryan Singh  
45 Marg Road  
Park Street,  
Hooghly, Kolkata- 234789

Dear Mr. Ryan,

It is with extreme regret that we have to inform you that your employment with us at XYZ Company has been terminated immediately. The reason for this termination is your degrading performance in the company for the past three months. The monthly performance reports indicated for improvement and verbal warnings have also been registered. Nonetheless, no improvement was observed whatsoever, and our board reviewed your status at the company to come at the decision of your termination. Kindly return your office keys and ID card to the security counter by the end of the day.

As per the terms and policies of the company, severance pay shall be sent into your account by the end of the month. All other benefits including transportation and technical assistance shall also be terminated henceforth. You are expected you vacate the apartment provided by the company in the time frame of a month.

Any queries you might have can be dealt with HR manager Mr. Khanna (011-222-3333). We regret this decision but were helpless instead of your responses. XYZ Company wishes you best for your future,

Sincerely,

[Signature]  
Indrani Kapoor

