

Service Contract Cancellation Letter

To

Date

From

Subject:

Dear Luv,

This is to inform you that your employment will terminate effective date month year. This is primarily because of your lack of presence at office at important occasions. It has also been noted that you have availed more than the desirable number of leaves in the past five months. I understand that you have been warned multiple times by your manager regarding the same.

The clients assigned to you seem to be very upset with the services you provide to them. We learned about this after receiving the monthly feedback form from several clients assigned to you.

According to the Clause 12 of the contract between you and us, we have decided to start your notice period effective today and it shall last for three months. If you wish to quit immediately, we are ready to offer a severance package, details of which shall be shared with you soon over e-mail.

I would also like to inform you that in spite of the termination, certain obligations that you have agreed for while joining signing your contract with our company will continue. These obligations may be related to, but not restricted to intellectual property that you may have given to the company.

Any queries regarding this letter may be addressed to me directly by the end of tomorrow.

Thank you
Yours truly,

