

Termination Letter to Employee

From,
Priya Kapoor
Director
XYZ Company
78 Street,
Salute Lake City, Sikkim- 240034

Date: July 4, 2017

Mr. Rom Arora
45 Marg Road
Park Street,
Hooghly, Kolkata- 234789

Dear Abhishek,

It takes us immense regret to inform you that your work period at our company has been terminated with effect on July 7th, 2017.

As per the discussion and decision of our board of directors based on your last meeting with them it was concluded that we wouldn't be able to have you among us as an employee anymore. We deeply regret this inconvenience caused to you, but as a company responds to a large community of people and holding their trust in our hands, our decision holds strong against you to be among us.

Since you have been a faithful employee for the past two years, we would like to grant you your property and transportation benefits for two months before their permanent ceasing. You shall receive your final paycheck by the end of the month.

Kindly follow the terms and policy of confidentiality as an ex-member of the company. Do go through the attachments provided and get in touch with the HR Manager in case of any query. We hope you luck for your future,

Regards,
Indrani Kapoor,
Director.

