Date: 1st March 2015

Name of employee
Street Address
City, state, Zip code

Dear [employee name],

This official letter issued for confirmation of your termination from Regal Solution for your misconduct. This termination will be effective on March 10, 2015.

This decision of dismissal is based on the following reason. Last 21stJanuary 2015 we got a complaint against you for misconduct from one of our valuable customer. As a result of last month, we issue a warning letter to you regarding that matter. We hope that you will be careful next time but you don’t. That warning can’t change your character to our company client.

After that incident, we got plenty of misconduct complaint against you. This is really very harmful to our company goodwill and growth. We can’t give you any chance regarding this matter. Higher authorities of Regal Solution decide that you are the not right person for our company so, they are issuing this letter.

This is ten days paid termination notice. You will get this ten-day payment in your salary account in due time. You can’t claim any financial benefits because you should remember that you are terminated for misconduct with our valuable customers.

Hope you will give more attention to transform your behavior.

Regards

Managing Director