Date: October 27, 2021

**[Salutation]. [Employee Full Name],**

[Designation]

[Department]

[Design and Development]

**Subject: Termination of Service Agreement**

**Dear [Salutation]. [Employee First Name],**

We regret to inform you that we are terminating your services with effective from **[Effective Date]** as [a/ an] **[Designation]**; on account of your unsatisfactory performance.

This decision has been taken after careful evaluation as you have failed in rendering of your services according to the job requirement.

You were counseled and forewarned in this context but you did not take the matter seriously.

You are therefore requested to return anything belonging to the company in your possession and give immediate charge to the designated person by your Supervisor.

Your full and final settlement will be done as per the payroll and attendance, for which you will be informed by the Human Resources Department to collect your cheque.

*For* Technado Private Limited

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**Abdul Basit Ali**

**Manager – HR & CP**

Human Resources

Cc: Personal File: [Employee ID]

Finance Department