Date: 16- 05-2022

Mr. Adnan

Lecturer in English, Humanities Department

**Subject: Job Termination Letter**

Dear Sir

This is to inform you that worthy vice-chancellor does not need your services any more on your current designation. Though you had a span of years of teaching and experience but somehow you are not bear the responsibilities and found guilty of misconduct towards management. As, you are well aware that we at this institution, have developed student oriented system. We try to modify your behavious, time management and professionalism but you remain consistent.

This issue has already been discussed to you but we think that you are neither able to overcome the situation nor satisfy students’ study requirements. To fire any person isn’t simple chore, we again had comments session with students and come to know that apart from teaching your behavior is not appropriate for class decorum and towards management.

Furthermore, you are not up to mark of our standard teaching ethics. According to job offer letter, Close 13 upholds of your termination.

After accomplishment of analysis & owing to all these reasons, we have to take the final verdict of your termination. We hope that you will try to improve your teaching skills if you have to continue in the same profession.

We wish you best of luck for your career.

**Regards**

Vice-chancellor

University of Sahiwal