Date : ……………

Ref. : DIV/TL/10210014/03

To

Mr. XYZ

……………..

………………………………….

**Subject:** **Termination of your services from our organization due to poor Performance.**

**Ref:** **Written complaint from Departmental Head about your poor performance.**

Dear Mr. XYZ,

With reference to the above the management has hereby decided to terminate your services with immediate effect from ……………….. You have been given one month notice period to handover your assigned task to the Project Manager. For the following reason(s):

* Poor performance.
* Despite having given opportunities & leniency by the Team lead there has been no change or improvement in your performance.

On the basis of the above you are hereby terminated & relieved from your services & your last working day will be …………………. Severance payments shall be made in accordance with company policy.

According to Divine IT Limited General Terms & Conditions, during the employees stay at the company, every works is a part of the company. And no right can be tolerated, but to take the legal action according to company law. Please arrange for the return of any company property in your possession.

Again, we regret that this action is necessary.

Sincerely,

Fatema Farhana Tanbeer

Asst. Manager, HRD

Divine IT Limited

Copy To:

* PM, COO & CEO
* Managing Director
* HR
* Admin & Accounts