

Letter of Termination of an Employee

[You're Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear (Recipient's Name),

After having a long discussion with you regarding your work, I have finally decided to write this letter to you. Maybe, you're not suitable for our business. You told you're working hard. I know you're a hardworking person and I wholeheartedly accept it but since we need relevant potentials too for the business which you lack, I have to send you this letter of termination so that you could look for another job for yourself that suits your skills. I am also enclosing a reference letter for you because I believe you can do extraordinary if you find the right place.

Wish you good luck for future.

[You're Name]

[Senders Title] -Optional-