

Letter to Terminate Employment Due to Lack of Teamwork

[Your Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear (Recipient's Name),

I am sorry to inform you that even after having the last meeting with you regarding your performance issues, I observed no change in your strategies. I have been telling you repeatedly that our company is in desperate need of teamwork which you are not doing successfully. Moreover, your personal disputes with the colleagues have worsened the situation. Even though that I tried to give you as many chances and warning as I could, no serious step was taken from your side. I am left with no other choice. Our company cannot afford this kind of behavior so you're being sent this termination letter. You can collect your salary by the end of this month. Also, please submit all office documents and cupboards keys at my office before leaving. Thank you!

[Your Name]

[Your Title] -Optional-