

## **Letter to Terminate an Employee for Violating Medical Standards**

**[Your Name]**

[Address]

[Letter Date]

**[Recipients Name]**

[Address]

**[Subject: Subject of Letter] -Optional-**

Dear [recipient's name],

Like all businesses, we also want to make sure that the health conditions of our employees are up to those business standards that will allow them to perform their duties well. It is for this reason that we ask for medical statements from our employees at the beginning of an employment contract.

You submitted your medical statement declaring that you are physically fit for the job and fulfil the medical standards of our company. However, it is sad to discover through the recent medical report presented by the team of doctors who examined our employees that you are suffering from [enter suffering]. For this violation of medical standards, we have to terminate your employment with us. The termination will take effect from [enter date].

Despite this violation, we will not disclose the reason of termination but we will also not be referring to you to other employers using our name since you do not fulfil the medical standards required for business work. Please do not approach for the reference letter. However, an employment confirmation letter has been enclosed. Thank you!

Sincerely,

**[Your Name]**

[Senders Title] -Optional-