**[Write Name Here] Date: 00/00/0000**

[Designation]

[Address]

[Contact]

**Dear Mr. [Write name here]**

I am sorry to inform you that your employment to this company will be terminated on August 30, 2010 due to several reasons. This decision is coming from the members of the Board of Directors who conducted the investigation regarding your cases to the company.

The reasons of your termination are due to the following:

1. Constant absences without proper leave
2. Obtaining money from the company’s client without the knowledge of the company
3. Insulting other employees of the company in same rank
4. Insubordination on your part to some officers of the company

These reasons are valid enough to constitute outright dismissal however; the company is giving you one month to look for another job in consideration of your length of service to us.

I do hope that you would humbly accept this decision and for your success in looking for another job. Thank you very much.

Truly yours,

**[Write Your Name]**

[Address]