***DD/MM/ YYYY***

***First and Last Name***

***Employee Id***

***Designation***

***Location***

**Sub- Termination Letter**

You have been appointed as \_\_\_\_\_\_\_\_\_\_\_\_ ***(designation)*** at \_\_\_\_\_\_\_\_\_\_ ***(location)*** with effect from \_\_\_\_\_\_\_\_\_ ***(date)*** and placed on probation for a period of six months.

This is to inform you that your services stand terminated with effect from the close of working hours \_\_\_\_\_\_\_\_\_\_ ***(date)*** and relieved of your duties.

Kindly note that your Full and Final Settlement amount (if any) will be credited to you within 45 days.

Sincerely,  
***Authorized Signatory***

***Name***

***Job Title***