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

[Designation]

[Address]

[Contact]

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

Subject- Termination of services

Ref- Letter for performance improvement no. 11.2220, dated April 10, 2011.

In spite of letter of improvement in performance as mentioned above, you have not been able to improve your performance. At the time when others are performing their level best, you are not even able to perform to your potential. During last two months you have not been able to achieve your target where others are performing above their targets.

As a result, the company has decided that it does not require your services any longer as a sales executive. So, your services as a sales executive are going to be terminated from June 10, 2011.

We wish you all the best for your future where you work.

Thanking You,

Sincerely,

**[Write Your Name]**

[Address]