



Letter of Termination

2nd January 202X

Dear _____,

I'm sorry to inform you that as of {Mention Date}, you'll no longer be employed with {Mention Name of Organization/School}. As discussed, the reason behind this is your reduced performance during the past two months. This decision is not reversible.

From {Mention Date}, you won't be eligible for any compensation or benefits associated with your position.

You are entitled to your salary up until {Mention Date}.

Please keep in mind that you have signed a non-compete, non-solicitation and confidentiality agreement. If you have any information about our customers, employees or other stakeholders stored on paper or on your personal devices, you must delete it immediately.

If you have questions or clarifications, I'm at your disposal until the end of next week.

We wish you best of luck.

Principal, _____

Agreed & accepted by