**Sample Employment Service Termination Letter:**

To,

George Washington

Sales Executive

Fields bury Grocery Retail store

D-56, Williamson road, Markson Avenue

Birmingham, UK

Date: 5th May 2014

**Subject: employment service termination letter**

Dear Mr. Washington,

I am Julia Roberts, the HR Manager of this company and I am writing this letter to inform you that your employment contract with this company shall be terminated from 15th May onwards. This termination has been decided upon in consideration of your performance in the last few months of your employment.

The company has decided to end your contract 4 months prior its due termination date because of your unruly conduct at the workplace and lack of discipline. According to the employment contract, you were only allowed 15 leaves in the entire 1 year of contract but you have already taken 24 leaves in the past 8 months. This kind of behavior is totally unacceptable. We are really sorry but we can no longer have you as part of this retail store chain which has obtained success with the efforts of its employees.

You can report to the HR department to complete other formalities.

Thanking you

Julia Roberts