

Sub: Termination Letter due to poor performance

Dear Mr. Aditya Sharma,

This letter confirms your dismissal from the Kollinwood Technologies for poor performance and absents, effective immediately.

We are regretful to inform you about the dismissal. After checking your work performance from the last six months, the company have come to the conclusion to terminate all of your services due to the lack of efficient performance shown by you.

Apart from the performance, you are consistently absent as well which leads to less productivity at work. We have been consistently monitoring your actions and even after a series of in-person meetings, there are no trace of improvements. The company is incurring loses which is why we have decided terminate your services with this company, effective immediately.

Thanking you,

Subhash Gupta