[Name of the Writer]

[Name of Instructor]

[Subject]

[Date]

Assignment

[Date Letter is Drafted]

[Samantha Marx],

This letter is to inform you that your employment will be no longer be required as the **Networking Officer** in our organization. The decision of your termination has been taken after the annual performance evaluation of the employees. Your performance in this organization is not matching our expectations. We were analyzing your performance since last year as you were not completing your tasks properly and responded very slowly to our valuable clients. The higher management of the company has now realized that over time, you are becoming a liability for our organization and it will be in great favor of the company to terminate you from your duties. The decision of the company is not reversible but our company will compensate you well.

You will be compensated for your unused leave days, two months' salary. The salary you were owed, will be not deducted from your compensation. You will be eligible to avail the rest of your limit regarding healthcare benefits. You are requested to return your employment card, security swipe card, cell phone, office keys, laptop, equipment and all belongings of the company. Kindly submit all belongings that the company provided you during your services in this organization as soon as possible. You have knowledge about the employment policy which was signed by you during the process of appointment, If you have any queries about our benefits, compensation and returning company property, then you are free to contact the company. You are required to provide us your current contact number and residence address, which will be helpful for the company to contact you in the future in case of need in this organization. We wish you the best of luck for your future life.

Regards,

Manager, Human Resource

[Date Letter is Drafted]

[Samantha Marx],

We are very sorry to inform you about our discussion in today’s meeting that your services in this organization as “Networking Officer” are no longer required. Unfortunately, the company has been continuously facing economic problems for long due to political instability, which has resulted in low or no sales. We discarded our obsolete technology and introduced new products in the market but unfortunately, all our efforts were worthless and we failed to increase sales and work. The higher management had decided to eliminate some employees from the networking department due to our low sales in the offseason. With deepest regret, we have to inform you that your name is on the list of people, who have been eliminated from the organization from the start of next month.

Within a few days, the Human Resource representative will call you for a meeting. In this meeting, we will let you know about your separation benefits, which will be provided by the organization after this layoff. You will also be provided our assistance for counseling session for finding a new job. You are requested to return all belongings of the company, which includes employment card, office keys, office vehicle, cell phone, and laptop. We are requesting you to provide us your current residence address and contact number so that we will approach you whenever we need your services in the future. Kindly discuss your queries in next meeting regarding your compensation from the organization. You will receive good compensation from the company after termination from the organization. Your compensation will be probably two months' salary and payment of unused leaves. We wish you the best of luck in your future career.

Regards,

Manager Human Resource