Dated: October 14, 2015

**SUB: LETTER OF TERMINATION**

To,

Mr. Ashfaq Ahmed

Employee ID: 2810

Department: Collections

**Dear Mr. Ashfaq Ahmed**

We are very sorry to inform you that your service with Protégé Global has been terminated. You were on probation period of 3 months, and after keen observance, your work capabilities, conduct and managerial skills are not suitable to the standards of our company. As per the terms and conditions mentioned in your Appointment letter signed by yourself, the company possesses the right to terminate you with a prior notice of 24 hours.

Hence this letter is to notify your termination effective 16th October, 2015.

We thank you for rendering your services to our company and we wish you all the success in the future.

Regards

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**HR Manager** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Department Head**

**Protégé Global Employee Signature Protégé Global**