From,

Marian Jones,

The Legal Counsel,

Florida,

Date: DD/MM/YYYY

To,

Ms. Jona Ridge,

142, Palm Street,

Florida, USA.

Subject: Termination letter for the attorney addressed

Respected Sir,

It is on my part to inform you that you have been terminated, as dated on XYZ. Our organization is one of the flourishing attorney groups in the city. As per the regulations of our group the attorney with the least number of clients is terminated. You being the attorney for this year, hence you are terminated.

The decision was taken consecutively by all the members of the board of the directors. You are one of our most talented attorneys. I wish you good luck in life.

You are requested to collect all your stuff from the reception. Your payments are already transferred in your account. You have got the least number of clients for the past two years. You are requested to collect all payments. Thanking you.

Yours Sincerely,

Name and Signature