IT Partnership Solution

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TERMINATION LETTER

13.02.2019

Dear Mr . Koh Chong Rui

Re: Termination Letter

This letter confirms our discussion today that your employment with IT Partnership Solution is terminated on **13.02.2019**.

We regret to say that you have not come up to our expectations and that your performance has been unsatisfactory. The management has therefore decided to relieve you of your services with immediate effect.

A meeting was conducted on (specify the date) and we discussed (give reasons of termination). Based on the reviews of the comments and the unsatisfactory performance you are requested to please hand over charge on (date).

Thank you for your time at IT Partnership Solution and wish you luck in finding new employment.

Yours faithfully,

DIRECTOR
MR . JL GOH