[[current\_date]]

[[title]].[[name]],  
[[cnic]],  
[[designation]]-[[uc]],  
[[district]] - [[province]].

***Subject: Conclusion of Contract on account of Violation of Kinship Policy***Dear [[name]],

This is with reference to the response received against the show cause letter issued to you dated [[reporting\_date]] regarding your professional negligence in your capacity as [[designation]] at [[uc]] - [[tehsil]] - [[district]].

Your acts are tantamount to "Gross Negligence" and shows your wrongdoing and willingness to compromise the esteem standards of this organization.

Therefore, it has been decided to conclude your employment contract with immediate effect; hence making [[last\_working\_date]] your last day of employment with CTC.

Please note that you will be paid remuneration against your services for twenty five (25) days for the month of [[current\_month\_year]]. You are directed to return Company's properties that you still have in your possession to your supervisor.

Regards  
[[signature\_disciplinary]]  
HR,Department  
CHIP,Training,&,Consulting

CC;  
          Personal File.