

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Designation]
[Department/Ministry Name]
[Address]
[City, State, Zip Code]

Subject: Termination of Services

Dear [Recipient Name],

This letter serves as a formal notice of termination of services concerning your position as an IAS officer in [Department/Ministry Name]. After a thorough review of your performance and conduct, it has been determined that your continued service is not aligned with the expectations and responsibilities of the role.

Your termination will be effective as of [Effective Date], and you are requested to hand over all official documents, materials, and properties belonging to the department by [Handover Date].

Please arrange for a final settlement of your dues and any remaining entitlements with the HR department by [Settlement Date].

We appreciate your contributions during your tenure, and we wish you all the best in your future endeavors.

Sincerely,

[Your Name]
[Your Designation]
[Department/Ministry Name]