

Termination of Employment During Probationary Period

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that after careful consideration, we have decided to terminate your employment with [Company Name], effective [Termination Date]. This decision is made as a result of your performance during the probationary period.

While we appreciate your efforts, we have determined that your skills and qualifications do not meet the requirements we expected for the position.

Please return any company property in your possession by your last day of work. You will receive your final paycheck, including any unused vacation days, in accordance with company policy.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]