

Termination Letter

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Last Working Day]. This decision is made in accordance with our probationary policy and follows our assessment of your performance during the probationary period.

Please understand this decision was not made lightly, and we appreciate your contributions during your time with us. You will receive your final paycheck, including any unused vacation days, in accordance with our payroll schedule.

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]