

Termination of Employment

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] will be terminated, effective immediately, following the conclusion of your probationary period, which ended on [Insert End Date].

Despite our efforts to provide support and feedback during your time with us, we have determined that your performance has not met the expectations outlined in your probationary agreement.

We appreciate your contributions to the team and wish you the best in your future endeavors.

Please return any company property and contact HR to finalize your remaining benefits and compensation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]