

Termination of Probationary Period Employment

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

After careful consideration and following our recent discussions regarding your performance during the probationary period, we regret to inform you that we have decided to terminate your employment with [Company Name], effective immediately.

While we appreciate your efforts and the contributions you made in your time with us, it has been determined that your performance did not meet the expectations outlined during the onboarding process and our feedback discussions.

Please arrange to return any company property you may have, and we will provide you with your final paycheck, which includes any outstanding payment for worked hours and accrued vacation time.

We wish you the best in your future endeavors and thank you for your time with us.

Sincerely,

[Your Name]

[Your Position]