

Probationary Period Termination Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that we have made the decision to terminate your employment with [Company Name], effective immediately, due to ongoing attendance issues during your probationary period.

Despite multiple discussions and opportunities to rectify your attendance, we have not seen satisfactory improvement. It is essential for us to maintain a reliable workforce, and unfortunately, your attendance record has not met the required standards.

Your final paycheck will include all earned wages up to your last day of work, and any accrued vacation time will be addressed as per company policy.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Phone Number]

[Company Email Address]