

Probationary Period Termination Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We appreciate your efforts since joining [Company Name] on [Start Date]. After careful consideration during your probationary period, we have determined that the role does not align as well with your skills and strengths as we had hoped.

As a result, we regret to inform you that your employment will be terminated, effective immediately as of [Termination Date]. This decision was made in accordance with our probationary period policy and is based solely on role fit.

Please arrange to return any company property in your possession. We will process your final paycheck, which includes all compensation owed to you.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]