

Termination of Employment During Probationary Period

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] is being terminated effective immediately, due to behavioral concerns observed during your probationary period.

Despite our discussions regarding your conduct, there have been consistent issues that have not improved. [Briefly outline specific behaviors or incidents]. We believe that our work environment requires adherence to certain behavioral standards, and we feel that this decision aligns with our commitment to maintaining a positive workplace.

Your final paycheck, including any accrued benefits, will be processed and sent to you shortly. Please return any company property in your possession by [Insert Return Date].

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]