

# Probationary Period Termination Letter

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Termination Date] due to a mismatch with our company culture. This decision was not made lightly and comes after a careful evaluation during your probationary period.

Our company values are [Briefly describe company values, e.g., teamwork, innovation, integrity], and we believe that a strong alignment with these values is essential for both individual and organizational success. Unfortunately, we have observed that our expectations and your approach do not align as needed.

We appreciate the efforts you have made during your time here and wish you the best in your future endeavors. Please arrange to return any company property, and feel free to reach out to our HR department if you have any questions regarding your final paycheck or benefits.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]