

Probationary Period Termination Notification

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to inform you that, after careful consideration, we have made the decision to terminate your employment with [Company Name], effective [Termination Date]. This decision has been made during your probationary period due to a lack of progress in meeting the expectations outlined at the beginning of your employment.

Throughout your probationary period, we have reviewed your performance and have provided feedback on areas needing improvement. Unfortunately, we have not observed the necessary developments and improvements that would warrant continuing your employment.

We appreciate the efforts you have made during your time with us and wish you all the best in your future endeavors. Please return any company property on or before your final day of work.

If you have any questions regarding your final paycheck or benefits, feel free to reach out to our HR department.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]