

# 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] will be terminated effective immediately due to a violation of company policies.

During your probationary period, it has come to our attention that [describe the specific policy violation]. Despite previous discussions and warnings, the situation has not improved.

Your final paycheck, including any outstanding vacation pay, will be provided to you on your next scheduled payday.

We thank you for your efforts during your time with us and wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]