

Probationary Period Termination

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

After careful consideration and following your recent performance review, we regret to inform you that we have decided to terminate your employment with [Company Name], effective immediately.

This decision was not made lightly. During the probationary period, we assessed your performance and determined that it did not meet the expectations outlined at the start of your employment.

You will receive your final paycheck, including any outstanding vacation pay, on your next scheduled payday.

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]