

Termination of Employment During Probationary Period

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] will be terminated effective immediately due to inadequate skill set as assessed during your probationary period.

We appreciate your efforts during your time with us, and we encourage you to continue developing your skills for future opportunities. Your final paycheck, inclusive of any due compensation, will be provided to you shortly.

Thank you for your time at [Company Name]. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]