

# Termination of 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 as of [Termination Date]. This decision has been made following the evaluation of your performance during the probationary period.

Despite our efforts to provide guidance and feedback, we have not seen the necessary improvement in your performance to meet the standards expected for your role. Specific areas of concern include [briefly outline performance issues, e.g., quality of work, attendance, teamwork, etc.].

We appreciate your efforts during your time with us and wish you the best in your future endeavors. Please arrange to return any company property in your possession and feel free to reach out to HR for any final arrangements or questions regarding your final paycheck.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]