

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email]

[Phone Number]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Address]

[City, State, Zip Code]

## **Subject: Early Termination of Probationary Employment**

Dear [Employee's Name],

We regret to inform you that due to recent company restructuring, we have made the decision to terminate your probationary employment with [Company Name], effective [Termination Date]. This decision was not made lightly and is in response to the necessary changes within our organizational framework.

Your contributions during your probationary period have been appreciated, and we thank you for your efforts. Unfortunately, the current circumstances have led to this difficult decision.

Should you have any questions or require further clarification, please feel free to reach out to me directly.

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]