

Termination of Probationary Employment

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

We regret to inform you that your probationary employment with [Company Name] has been terminated effective immediately due to misconduct.

As discussed in previous meetings, your actions have not met the standards expected of our employees. Specific incidents leading to this decision include [briefly outline the misconduct].

We value integrity and professionalism in our workplace, and after careful consideration, we believe that termination is necessary.

Please arrange to return any company property by [Insert Deadline]. You will receive your final paycheck, including any accrued vacation pay, by [Insert Date].

If you have any questions regarding this decision, feel free to contact [HR Contact Name] at [HR Contact Phone Number].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]