

Termination of Employment During Probationary Period

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We are writing to inform you of our decision regarding your employment with [Company Name] during your probationary period. Unfortunately, after careful consideration, we have determined that your performance has not met the required standards expected for your position.

As a result, your employment will be terminated effective immediately as of [Termination Date]. This decision was based on [briefly mention specific performance issues, e.g., failure to meet objectives, lack of necessary skills, etc.].

Please return any company property in your possession by [return date]. Your final paycheck, including any accrued benefits, will be processed in accordance with company policy.

We appreciate your efforts and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]