

Termination of Employment

Date: _____

Employee Name: _____

Employee Address: _____

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Termination Date]. This decision follows the completion of your probationary review.

While we appreciate your efforts during your time with us, we have determined that you do not meet the expectations set forth for your role.

Your final paycheck, including any accrued vacation pay, will be processed and sent to you by [Payment Date]. Please return any company property by that date.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]