

Employee Contract Termination Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that, following your probation review, we have decided to terminate your employment with [Company Name], effective [Termination Date]. This decision was made based on [brief explanation of the reasons related to probation review].

Your final paycheck, including any accrued vacation days, will be provided to you on your last day of employment. Please return any company property in your possession before this date.

We understand this may be disappointing news, and we wish you success in your future endeavors. If you have any questions regarding this decision or the termination process, please feel free to contact [HR Representative's Name] at [HR Representative's Contact Information].

Thank you for your efforts during your time at [Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]