

Termination of Employment

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that after careful consideration, we have decided to terminate your probationary employment with [Company Name], effective immediately.

This decision is based on our assessment of your fit within our company culture and values. While we appreciate your efforts and contributions during your time with us, we believe that alignment with our organizational culture is essential for success.

You will receive your final paycheck, which will include payment for any unused vacation days, in accordance with our policies. Please return any company property in your possession by [return date].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Phone Number]

[Company Email]