

Termination of Employment

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We regret to inform you that due to recent departmental budget cuts, we have made the difficult decision to terminate your probationary employment with [Company Name], effective [Last Working Day].

This decision was not made lightly and is purely a result of the need to streamline operations within the department. Your contributions during your time with us are appreciated, and we want to thank you for your efforts.

We will provide you with a final paycheck that includes any earned wages up to and including your last working day, along with any unused vacation or paid time off. Additionally, if you have any company property, please return it by your last day.

We are available to provide support during this transition, including the option to discuss potential future job placements within our company or assistance with your job search.

If you have any questions or require further information, please do not hesitate to reach out.

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]