

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 your employment with [Company Name] is being terminated effective immediately as of [Termination Date]. This decision has been made following a review of your performance during the probationary period.

Despite our previous discussions regarding your performance issues, which included [briefly describe performance issues], we have not seen the necessary improvements. We value our commitment to maintaining a high standard of work, and it has become evident that this standard has not been met.

Your final paycheck, including any accrued vacation time, will be processed and mailed to you. Please return any company property, including your ID badge and equipment, by [Return Date].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]