

Termination of Employment

Date: [Insert Date]

[Employee Name]

[Employee Address]

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] has been terminated effective immediately as of [Termination Date]. This decision was made due to your consistent excessive errors during the probationary period.

We appreciate your efforts; however, despite feedback and support provided, the improvements needed in your performance have not been met. Unfortunately, we must prioritize the overall efficiency and accuracy of our team.

You will receive your final paycheck, including any unused vacation days, in accordance with company policy.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]