

Termination of Employment

Date: [Insert Date]

[Employee's Name]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],

After careful consideration following your final review, we regret to inform you that your employment with [Company Name] will be terminated effective immediately.

This decision was made based on [briefly specify reasons, e.g., performance issues, attendance concerns]. Despite our discussions and the support provided throughout your probationary period, we have not seen the necessary improvements.

Please arrange to return all company property by [insert date]. You will receive your final paycheck, including any accrued vacation pay, by [insert date].

We appreciate your efforts during your time with us and wish you the best in your future endeavors.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Company Address]