

# Termination of Employment

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

This letter is to formally notify you that your employment with [Company Name] will be terminated, effective [Termination Date]. As you are currently in your probationary period, this decision is based on the assessment of your skill proficiency, which has not met the required standards for your position.

Throughout your probation, we have provided feedback and support to help you succeed in your role. Unfortunately, despite these efforts, we have observed that your performance does not align with the expectations necessary for continued employment.

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]