

Termination of Employment

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] is being terminated, effective immediately, as a result of a decision made during your probationary period. This decision is based on [briefly state reasons, e.g., performance issues, attendance problems, etc.].

We recommend that you review your final paycheck, which includes payment for your work up to today, and any accrued vacation days, if applicable.

Please return any company property at your earliest convenience.

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]