

# Termination of Employment During Probation

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] will be terminated effective [termination date]. This decision is made during your probationary period, which is part of our standard hiring process.

Your contributions during this period have been appreciated; however, we have determined that your performance does not meet the expectations set forth at the commencement of your employment.

Please return any company property you may have in your possession by your last working day. You will receive your final paycheck, including any owed vacation days, in accordance with our payroll schedule.

Thank you for your efforts during your time with us, and we wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]