

Employee Termination Letter

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] will be terminated effective immediately as of [Termination Date]. This decision is based on [brief reason for termination, e.g., performance issues or not meeting probationary expectations].

Your probation period began on [Start Date] and ends on [End Date]. After careful evaluation, we have concluded that your performance has not met the standards we require for continued employment.

Please return any company property in your possession before your last day of work. You will receive your final paycheck, including any accrued vacation days, by [date of final payment].

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Phone Number]

[Email Address]