

Termination Notice

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 immediately due to performance issues observed during your probation period.

This decision is based on [briefly state reasons, e.g., "failure to meet the performance standards agreed upon at the start of your employment"].

Please return any company property in your possession by [insert date]. Your final paycheck will be processed according to our policy.

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]

[City, State, Zip Code]