

Termination of Services Letter

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 [Insert Date]. As discussed, this decision has been made following your probationary period.

While we appreciate your efforts and contributions, we have determined that your performance has not met the standards we require for the role.

Please return any company property in your possession by your last working day. You will receive your final paycheck, including any accrued vacation time, in accordance with company policy.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]