

# Termination of Employment 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] is being terminated immediately due to your failure to successfully complete the probation period.

This decision was made after careful consideration, and we feel that your performance did not meet the standards required for your role. As per our company policy, we are unable to continue your employment.

Your final paycheck, including any accrued vacation pay, will be processed and mailed to the address we have on file.

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]