

# End of Probation Termination Notice

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We would like to take this opportunity to thank you for your efforts during your probationary period with [Company Name]. After careful consideration, we have decided to terminate your employment effective [Termination Date].

While we appreciate your contributions, we believe that the fit within our company culture is essential for both individual and organizational success. Unfortunately, we believe that alignment in this area has not been achieved.

Your final paycheck will include all earned wages up to and including your termination date, and you will receive information regarding your benefits and final pay shortly.

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]