

Termination of Employment Notice

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We regret to inform you that following the review of your performance during the probation period, we have determined that your role does not align with the needs of our organization. As such, we must terminate your employment effective [Insert Termination Date].

We appreciate your contributions during your time with us and encourage you to seek opportunities that better match your skills and career goals.

Please make arrangements to return any company property and settle any outstanding matters by your last working day.

Should you have any questions or require further information, please do not hesitate to reach out.

Wishing you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]