

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Termination of Employment

Dear [Employee's Name],

This letter serves as formal notice regarding the termination of your probationary employment with [Company Name] effective [termination date]. This decision is based on unresolved disciplinary actions that have not been adequately addressed during your probation period.

Despite our previous discussions on [specific dates of meetings or warnings], there have been ongoing concerns regarding [specific issues]. Unfortunately, we have not seen sufficient improvement in these areas.

As per our company policy, you are entitled to [any final wages, benefits, or rights, as applicable]. Please return any company property by [return date].

We appreciate your efforts during your time here and wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]