

Date: [Insert Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Dear [Employee Name],

We appreciate your efforts during your trial period with [Company Name], which began on [Start Date]. Throughout this period, we have closely monitored your performance and progress in your role as [Job Title].

Unfortunately, after careful consideration, we have determined that there has not been sufficient improvement in the areas discussed during our regular feedback sessions. Despite our support and resources provided, it has become apparent that we cannot continue with your employment at this time.

This letter serves as formal notice that your trial period will conclude on [End Date]. Your final paycheck will include any outstanding wages and accrued benefits, which will be processed as per our standard payroll schedule.

We wish you the best of luck in your future endeavors and sincerely hope you find a position that better aligns with your skills and aspirations.

Thank you for your time and contributions during your trial period.

Sincerely,
[Your Name]
[Your Position]
[Company Name]