

# Letter of Discontinuation of Trial Employment

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We appreciate your efforts during your trial employment period with [Company Name]. After a thorough evaluation of your performance, we regret to inform you that we have decided to discontinue your trial employment effective [Insert Date].

This decision was made based on [briefly outline reasons, e.g., performance metrics, skills assessment, fit within the team]. We understand this may be disappointing, but it is essential for us to ensure the right fit for our team and organization.

You will receive your final paycheck, including payment for any accrued leave, by [Insert Date]. Please return any company property before your departure.

We wish you the best in your future endeavors and thank you once again for your time with us.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]