

Trial Period Conclusion Letter

Date: [Insert Date]

Dear [Employee's Name],

We are writing to inform you about the conclusion of your trial period, which ended on [Insert End Date]. After careful evaluation of your performance and conduct during this period, we regret to inform you that your employment will be terminated effective immediately.

While we appreciate the efforts you made, we have determined that your conduct has not met the necessary standards expected by our organization. We encourage you to reflect on this feedback and consider areas of improvement for your future opportunities.

Your final paycheck will include all earnings up until your termination date and any accrued vacation pay, if applicable. Please return any company property at your earliest convenience.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]