

Termination of Trial Position

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Address: [Insert Employee Address]

Dear [Employee Name],

We regret to inform you that, due to unforeseen circumstances, we must terminate your trial position with [Company Name] effective immediately. This decision was not made lightly and is the result of [briefly explain circumstances, e.g., budget constraints, restructuring, etc.].

Please return any company property in your possession by [return date]. Your final paycheck, including any accrued benefits, will be processed as per company policy.

We appreciate the efforts you made during your time with us and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]