

Trial Employment Termination Letter

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 at [Company Name]. However, after careful evaluation and consideration based on the feedback we have received, we have decided not to continue your employment beyond the trial period.

This decision was not made lightly, and we want to express our gratitude for your contributions during your time with us. We believe it is in the best interest of both you and the company to part ways at this time.

Your last day of employment will be [Last Working Day]. We will ensure that you receive all due compensation for your work up until that date. Please arrange to return any company property before your departure.

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]