

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Termination of Trial Period

Dear [Employee's Name],

We regret to inform you that after careful consideration, we have decided to terminate your employment with [Company Name] effective [Termination Date]. This decision is based on performance issues observed during your trial period.

While we appreciate the efforts you have put forth, we believe that the expectations of the role have not been met. We encourage you to seek opportunities where your skills can be better utilized.

Your final paycheck, including any accrued vacation pay, will be processed and sent to you.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]