

Trial Period Termination Letter

Date: [Insert Date]

To,

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that your trial period with [Company Name] will be terminated effective [Termination Date]. Despite our efforts to support your integration into the team, we have concluded that your performance has not met the expected standards for this role.

Your contributions have been appreciated; however, after careful consideration, we believe it is in the best interest of both parties to part ways at this point.

Please arrange to return any company property by [Return Date]. Your final paycheck will be processed and sent to you by our payroll department.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]