

Termination of Employment Contract During Probation Period

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Termination Date], during your probation period. This decision has been made after careful consideration and assessment of your performance.

We appreciate your efforts and contributions during your time with us, but we believe that it is in the best interest of both parties to end your employment at this time.

You are kindly requested to return any company property in your possession by your last working day. You will receive your final paycheck, including any accrued vacation days, according to our standard payroll schedule.

If you have any questions regarding this decision or the termination process, please feel free to reach out to [HR Contact Name] at [HR Contact Email/Phone].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]