

Employment Termination Notice

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Last Working Day]. This decision has been made during your probationary period in accordance with [Company Policy or Employment Agreement].

Your performance and fit within the company have been assessed and, unfortunately, we have concluded that it does not meet the expectations we require for a permanent position.

We appreciate your efforts during your time with us and wish you all the best in your future endeavors. Please arrange to return any company property before your last day of employment.

If you have any questions regarding your final paycheck or benefits, please feel free to contact [HR Contact Information].

Thank you for your time with [Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Company Phone Number]