

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Termination - Failure of Probationary Performance Improvement Plan

Dear [Employee Name],

This letter is to formally notify you that your employment with [Company Name] is terminated, effective [Last Working Date], due to your failure to successfully complete your probationary Performance Improvement Plan (PIP).

On [PIP Start Date], you were placed on a Performance Improvement Plan to address specific performance deficiencies, including:

- [List specific performance issue 1]
- [List specific performance issue 2]

During the PIP period, we provided [list support provided, e.g., weekly meetings, additional training]. However, despite these efforts, you have not met the required standards of performance outlined in the plan. Specifically, [mention specific failed metric or objective].

As a result, your employment is terminated during your probationary period. Your final paycheck, which includes payment for work performed through [Date] and [mention any accrued vacation/PTO if applicable], will be [issued via direct deposit / mailed to your address].

Regarding your benefits, [mention brief details about health insurance or COBRA if applicable]. You are required to return all company property, including [keys, laptop, ID badge], by [Time/Date].

We thank you for your time with [Company Name] and wish you the best in your future endeavors.

Regards,

[Manager Name]

[Manager Title]

[Company Name]