

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Subject: Notice of Termination of Employment

Dear [Employee Name],

Please be advised that your employment with [Company Name] is being terminated, effective [Date], due to your performance during your probationary period not meeting the required standards for the position of [Job Title].

As discussed during our previous meetings on [Dates of meetings], we identified several areas where your performance did not align with company expectations, specifically regarding [briefly mention specific areas, e.g., quality of work, meeting deadlines, or technical proficiency]. Despite the training and feedback provided, the necessary improvements have not been achieved.

Your final paycheck, which includes payment for all hours worked up to your final date and any accrued benefits as per company policy, will be [issued today / mailed to your address on file / deposited on the next pay cycle].

Please return all company property, including [list items such as keys, laptop, ID badge, etc.], to [Name/Department] by [Time/Date].

We wish you the best in your future professional endeavors.

Sincerely,

[Your Name]
[Your Title]
[Company Name]