

[Current Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Termination of Employment During Probationary Period

Dear [Employee Name],

I am writing to inform you that your employment with [Company Name] is being terminated, effective [Last Working Day Date].

As per your employment agreement, your first [Number] months were designated as a probationary period. After evaluating your performance and suitability for the role of [Job Title] during this time, we have decided not to move forward with your permanent employment.

Regarding your final compensation:

- Your final paycheck, including payment for hours worked up to your last day, will be issued on [Date].
- [Optional: Mention any accrued vacation pay or benefits if applicable per local law].

Please return all company property, including [Keycards/Laptops/ID Badges], to [Department/Person] by [Time] on your final day.

We thank you for your time with us and wish you the best in your future endeavors.

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Company Name]