

[Company Name]  
[Company Address]  
[Date]

[Employee Name]  
[Employee Address]

Dear [Employee Name],

Re: Termination of Employment (Probationary Period)

I am writing to inform you that [Company Name] has decided not to confirm your permanent appointment following the completion of your probationary period. Consequently, your employment will terminate effective [Last Working Day Date].

As discussed during our review meeting on [Date], this decision has been made because your performance/suitability for the role did not meet the required standards for the position of [Job Title] during the trial period.

Regarding your final compensation:

- You will receive your final salary payment up to and including your last day of work.
- You will be paid for any accrued but unused vacation days.
- Your final paycheck will be issued on [Date] via [Payment Method].

Please return all company property, including [keys, ID badges, laptop, etc.], to [Department/Name] by [Time] on your final day.

Your healthcare benefits and other company perks will cease on [Date]. You will receive a separate package regarding your rights to continue coverage under COBRA (if applicable).

We thank you for your contributions during your time with us and wish you success in your future endeavors.

Sincerely,

[Signature]

[Your Name]  
[Your Title]