

[Date]

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

Subject: Notice of Termination of Employment

Dear [Employee Name],

I am writing to inform you that your employment with [Company Name] is being terminated, effective [Date], due to your unsuccessful completion of the probationary period.

As discussed during our previous performance reviews on [Dates of Meetings], your performance has not met the required standards for the position of [Job Title]. Specifically, we have noted concerns regarding [Briefly mention reason, e.g., technical proficiency, meeting deadlines, or attendance].

Regarding your final compensation:

- Your final paycheck, including payment for all hours worked up to [Date], will be issued on [Date].
- [Optional] Payment for any accrued but unused vacation time will be included.

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

Any benefits coverage you currently receive will end on [Date]. Information regarding [COBRA/Health insurance conversion] will be sent to you under separate cover.

We wish you the best in your future endeavors.

Sincerely,

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