

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

[Date]

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

Re: Termination of Employment Following Probationary Period

Dear [Employee Name],

This letter is to formally notify you that [Company Name] has decided not to confirm your permanent employment following the completion of your probationary period. Your employment will officially end on [Last Date of Employment].

As outlined in your employment contract, the probationary period serves as an opportunity to assess the suitability of the role and performance fit. After careful review, we have determined that your performance did not meet the required standards for the position of [Job Title].

Regarding your final compensation:

- Your final paycheck, including payment for hours worked up to your last day, will be issued on [Date].
- [Include information regarding accrued vacation pay or benefits, if applicable].

Please return all company property, including [keys, ID badges, laptops, etc.], to [Department/Person] by [Time/Date].

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

Sincerely,

[Signature]

[Sender Name]
[Sender Title]