

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

[Date]

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

**Subject: Termination of Employment (End of Probationary Period)**

Dear [Employee Name],

We are writing to formally notify you that [Company Name] has decided not to confirm your permanent employment following the conclusion of your probationary period. Consequently, your employment will terminate effective [Last Working Date].

As outlined during your hiring process and within your employment contract, the probationary period serves as a time to evaluate the fit between the role and the employee. After careful review of your performance and requirements of the position, we have determined that this is not the right fit at this time.

Regarding your final compensation:

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

Please return all company property, including [keys, ID badges, laptops, or files], to [Department/Person] by [Time] on your final day.

We wish you the best of luck in your future professional endeavors.

Sincerely,

[Signature]

[Manager/HR Name]  
[Title]