

[Date]

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

Subject: Termination of Employment (Probationary Period)

Dear [Employee Name],

Please be advised that your employment with [Company Name] is being terminated, effective [Date], due to your failure to successfully complete the probationary period.

As discussed during your orientation, the probationary period is designed to assess the suitability of a new employee for their role. After reviewing your performance and conduct during this time, we have determined that you have not met the requirements of the position.

Regarding your final compensation:

- Your final paycheck, including payment for all hours worked up to your final date, will be issued on [Date/Method].
- Information regarding [Benefits/COBRA/Unused Leave] will be sent to you via [Mail/Email] shortly.

Please return all company property, including [Keys, ID Badge, Laptop, etc.], to [Department/Name] by [Time/Date].

We wish you the best in your future endeavors.

Sincerely,

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