

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Notification of Non-Retention Following Probationary Period

Dear [Employee Name],

This letter is to formally notify you that [Company Name] has decided not to continue your employment beyond your probationary period. Consequently, your employment is terminated effective [Last Working Day, Date].

As outlined during your orientation, the probationary period serves as a time to evaluate the compatibility between the role's requirements and your performance. After careful review, we have determined that this position is not the right fit at this time.

Your final paycheck, including payment for hours worked up to your final date and any accrued benefits as required by law or company policy, will be [issued via mail / direct deposit] on [Date].

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

Details regarding your benefits coverage and COBRA (if applicable) will be sent to you in a separate package. If you have any questions regarding your final pay or benefits, please contact the Human Resources department at [Phone Number/Email].

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]