

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

[Date]

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

Dear [Employee Name],

I am writing to formally notify you that your employment with [Company Name] will be terminated, effective immediately, [Date].

As you are aware, you were appointed to the position of [Job Title] subject to a probationary period. Following a review of your performance during this time, we have decided that you have not successfully completed your probation and that your employment will not be confirmed.

Your final paycheck, which includes payment for all hours worked up to today and any accrued but unused vacation time, will be [issued today / mailed to your address on file]. Your health insurance benefits will continue until [Date].

Please return all company property, including your [ID badge, keys, laptop, and any company documents], to [Name/Department] by [Time/Date].

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

Sincerely,

[Your Signature]
[Your Name]
[Your Title]