

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

[Date]

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

Dear [Employee Name],

Subject: Notice of Termination of Employment

This letter is to formally notify you that your employment with [Company Name] is being terminated, effective [Date], due to your failure to successfully complete the probationary period.

This decision has been made because your performance has not met the required standards for the position of [Job Title]. Specifically, we have noted the following areas where expectations were not met: [List 1-2 brief reasons, e.g., quality of work, meeting deadlines, or specific technical skills].

Your final paycheck, including payment for hours worked up to your final day and any accrued benefits as required by law, will be [issued today / mailed to your address on file].

Please return all company property, including keys, security badges, laptop, and any other equipment, to [Department/Person] by [Time/Date].

We wish you success in your future endeavors.

Sincerely,

[Signature]

[Name of Manager/HR Representative]
[Title]