

[Date]

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

Subject: Notice of Termination of Employment

Dear [Employee Name],

I am writing to formally notify you that [Company Name] has decided not to continue your employment beyond your probationary period. Consequently, your last day of employment will be [Date].

As outlined in your employment contract, the probationary period serves as a time to evaluate performance and suitability for the role. After careful review, we have determined that this position is not the right fit at this time.

Regarding your final arrangements:

- Your final paycheck, including payment for hours worked up to your last day and any accrued vacation (if applicable), will be issued on [Date/Method].
- Your company benefits will terminate on [Date].
- Please return all company property, including [keys, laptop, ID badge, etc.], by [Time/Date].

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

Sincerely,

[Signature]
[Manager Name]
[Job Title]
[Company Name]