

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

[Date]

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

Dear [Employee Name],

Re: Termination of Employment during Probationary Period

I am writing to formally notify you that your employment with [Company Name] will end effective [Last Day of Work Date].

As you are aware, your initial period of employment was subject to a probationary period scheduled to conclude on [Probation End Date]. After a careful review of your performance and suitability for the role of [Job Title], the company has decided not to confirm your permanent appointment.

Your final paycheck, which includes payment for work completed up to your final date and any accrued but unused vacation time, will be issued on [Date/Method of Payment].

Please ensure that all company property, including [list items: e.g., keys, laptop, ID badge], is returned to [Department/Name] by [Time] on your final day.

Information regarding your benefits and any applicable COBRA documentation will be sent to your mailing address separately.

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

Sincerely,

[Signature]  
[Name of Manager/HR Representative]  
[Title]