

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

[Date]

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

Re: Termination of Employment (Probationary Period)

Dear [Employee Name],

We are writing to formally notify you that your employment with [Company Name] is being terminated, effective [Last Working Date].

As per your employment agreement, your first [Number] months of employment were designated as a probationary period. We have completed an evaluation of your performance and fit within the role of [Job Title]. Unfortunately, we have decided not to proceed with your permanent employment as you have not met the required standards for this position.

Regarding your final compensation:

- Your final paycheck, including payment for hours worked up to [Last Working Date], will be issued on [Date].
- [Optional: Information regarding accrued vacation pay or benefits].

Please return all company property, including keys, ID badges, and electronic equipment, to the HR department by [Time/Date].

We wish you the best in your future professional endeavors.

Sincerely,

[Your Name]
[Your Title]
[Company Name]