

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

[Date]

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

Dear [Employee Name],

The purpose of this letter is to formally notify you that your employment with [Company Name] is terminated, effective [Last Working Day Date].

As you are aware, your employment was subject to a probationary period of [Number] months. We have closely monitored your performance and progress during this time. Unfortunately, your performance has not met the required standards for this position. Therefore, we have 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 to you today / mailed to your address / deposited into your account] on [Date].

Please return all company property, including [keys, ID badges, laptops, or credit cards], by [Time] on [Date].

Your healthcare benefits will continue until [Date]. You will receive a separate package regarding your COBRA rights and other benefits information via mail.

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

Sincerely,

[Signature]

[Sender Name]
[Sender Title]