[Company Name]
[Company Address]
[Date]

[Employee Name]
[Employee Address]

RE: Termination of Employment (Probationary Period)

Dear [Employee Name],

I am writing to inform you that [Company Name] has decided to terminate your employment, effective [Date].

As you are aware, your employment was subject to the successful completion of a [Number]-month probationary period. After reviewing your performance during this time, we have determined that you have not met the required standards for the role of [Job Title]. Specifically, we have noted concerns regarding [mention broad areas, e.g., technical performance, attendance, or integration with the team].

Your final paycheck, which includes payment for hours worked up to your final date and any accrued but unused vacation time, will be [issued today / mailed to your address / deposited on Date].

Regarding your benefits, [Briefly mention status of health insurance or retirement plans, or state that a separate package will be sent].

Please return all company property, including your [ID badge, keys, laptop, etc.], to [Name/Department] by [Time/Date].

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

Sincerely,

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