[Company Name]
[Company Address]
[Date]

[Employee Name]
[Employee Address]

RE: TERMINATION OF EMPLOYMENT

Dear [Employee Name],

Please be advised that your employment with [Company Name] is terminated, effective immediately, [Date].

This decision follows the conclusion of your probationary period. During this time, your performance and suitability for the role of [Job Title] were closely monitored. Unfortunately, it has been determined that you have not met the required standards for the position, specifically regarding [briefly mention reason, e.g., technical performance / attendance / conduct].

As you are within your probationary period, your employment is being terminated in accordance with the terms outlined in your employment contract.

Your final paycheck, which includes payment for all hours worked up to today and any accrued but unused vacation time, will be [issued via direct deposit / mailed to your address] by [Date].

Please return all company property, including keys, security badges, and equipment, to [Department/Name] by [Time/Date].

We wish you success in your future endeavors.

Sincerely,

[Signature]

[Name of Sender]
[Job Title]