[Date]

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

Subject: Termination of Employment (Probationary Period)

Dear [Employee Name],

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

As you are aware, you were hired on a probationary period starting [Start Date]. During this time, we have monitored your performance closely. Unfortunately, despite previous discussions regarding [mention specific areas of concern, e.g., output quality, meeting deadlines, or technical skills], your performance has not met the required standards for this role.

As this termination occurs during your probationary period, the notice period will be [mention notice period, e.g., one week / immediate], as per your employment contract.

Your final paycheck, including payment for hours worked up to your last day and any accrued vacation time, will be issued on [Date] via [Payment Method].

Please return all company property, including [list items, e.g., laptop, keys, ID badge], to [Department/Person] by [Time/Date].

We wish you the best in your future endeavors.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Job Title]
[Company Name]