Date: [Date]

To: [Employee Name]

Position: [Job Title]

Subject: Termination of Employment (Failed Probation)

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 contract, you were subject to a probationary period. During this time, your performance and conduct were closely monitored. Unfortunately, you have not successfully completed this period due to ongoing issues regarding your attendance and punctuality.

Specifically, the following concerns were noted:

- [List specific dates or frequency of absences]
- [List specific instances of tardiness]
- [Reference any prior verbal or written warnings given during probation]

Reliable attendance is a fundamental requirement of your role, and the frequency of these issues has prevented you from meeting the standards expected of our employees.

Regarding your final compensation:

- Your final paycheck will include payment for all hours worked up to [Last Working Date].
- [Optional: Information regarding accrued vacation pay, if applicable].
- Your final payment will be issued via [Direct Deposit/Check] on [Date].

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

We wish you the best in your future endeavors.

Sincerely,

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