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

[Date]

[Employee Name]
[Employee Address]

Subject: Termination of Employment (Probationary Period)

Dear [Employee Name],

This letter is to formally notify you that your employment with [Company Name] is terminated, effective immediately, [Date].

You were hired on a probationary basis starting on [Start Date]. During this period, employees are expected to adhere to all company policies and procedures. This decision has been made due to your failure to successfully complete your probation following a violation of the following company policy: [Insert Name of Policy, e.g., Code of Conduct, Attendance Policy, etc.].

Specifically, on [Date of Incident], the following occurred: [Brief description of the violation].

As a result of this violation, we have determined that your performance does not meet the requirements for permanent employment.

Regarding your final compensation:

- Your final paycheck, including payment for all hours worked up to today, will be issued on [Date] via [Payment Method].
- Information regarding your benefits and any applicable COBRA documentation will be sent to your home address under separate cover.

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

We wish you the best in your future endeavors.

Sincerely,

[Signature]

[Name of Manager/HR Representative]
[Title]