[Date]

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

Subject: Termination of Employment

Dear [Employee Name],

I am writing to inform you that your employment with [Company Name] is being terminated, effective immediately, [Date], due to your failure to successfully complete your probationary period.

As discussed during our review meetings, your performance has not met the required standards for the role of [Job Title] in the following areas:

- [Reason 1]
- [Reason 2]

In accordance with your employment contract, the company has decided to provide you with payment in lieu of your notice period. Your final paycheck will include:

- Payment for time worked up to and including today.
- Payment in lieu of [Number] weeks/days of notice.
- Payment for any accrued but unused vacation days.

Your final compensation will be paid via [Direct Deposit/Check] on [Date]. Your benefits coverage will end on [Date].

Please return all company property, including your [ID Badge, Keys, Laptop, etc.], to [Name/Department] by [Time/Date].

We thank you for your efforts and wish you the best in your future endeavors.

Sincerely,

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