[Company Name]
[Company Address]
[Date]

[Employee Name]
[Employee Address]

Dear [Employee Name],

Subject: Termination of Employment (Failed Probation)

I am writing to formally notify you that your employment with [Company Name] is being terminated, effective [Date].

As you are aware, your initial probationary period was extended on [Date of Extension] until [End Date of Extension] to provide you with additional time and support to meet the required performance standards for the role of [Job Title].

Despite this extension and the feedback provided during our meetings on [Dates of Review Meetings], we have determined that your performance has not reached the necessary level required for this position. Specifically, the following areas remain below expectation: [Briefly list 1-2 key areas, e.g., technical accuracy, meeting deadlines].

Consequently, we will not be confirming your permanent appointment. Your final paycheck will include payment for work completed up to your final date, as well as any accrued but unused vacation time, less applicable withholdings.

Please return all company property, including [List items: keys, laptop, ID badge], by [Time/Date].

We thank you for your contributions during your time with us and wish you the best in your future endeavors.

Sincerely,

[Your Name]
[Your Title]