[Date]

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

Subject: Termination of Employment During Probationary Period

Dear [Employee Name],

Please be advised that your employment with [Company Name] is being terminated, effective [Last Working Day Date], due to your failure to successfully complete your probationary period.

Over the past [Number] months, we have evaluated your integration into the company. While we appreciate your technical contributions, we have determined that there is a misalignment between your preferred working style and our current organizational culture and core values. Specifically, we have noted challenges regarding [mention one or two general areas, e.g., collaborative approach / communication style / alignment with company workflow].

As a result, we have decided that this is not the right long-term fit for either party.

Regarding your final compensation and benefits:

- Your final paycheck, including payment for all hours worked up to [Date], will be issued on [Date/via Method].
- [Optional: Mention payment for accrued but unused vacation time, if applicable].
- Your healthcare coverage will continue until [Date].

Please return all company property, including [keys, laptop, ID badge], to [Department/Person] by [Time] on your last day.

We thank you for your time with [Company Name] and wish you success in your future endeavors.

Sincerely,

[Signature]
[Name of Manager/HR Representative]
[Job Title]