[Date]

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

Subject: Notice of Termination of Employment

Dear [Employee Name],

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

This decision has been made as a result of unprofessional conduct observed during your probation. Specifically, the following issues were identified:

- [Insert specific incident or behavior date]
- [Insert specific incident or behavior date]

Despite previous discussions regarding our expectations for professional behavior and workplace etiquette, the required standards have not been met.

Your final paycheck, including payment for all hours worked up to your final date and any accrued benefits as required by law, will be [issued via mail / direct deposit] on [Date].

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

We wish you the best in your future endeavors.

Sincerely,

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