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

[Date]

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

**Subject: Mutual Agreement to Terminate Employment during Probationary Period**

Dear [Employee Name],

Following our meeting on [Date], this letter confirms our mutual agreement to end your employment with [Company Name], effective [Last Working Day/Date].

As discussed, both parties have reviewed your performance and fit within the role of [Job Title] during the probationary period. We have mutually concluded that the position does not align with your professional goals or the current requirements of the company at this time.

Key details regarding your departure are as follows:

- **Final Pay:** You will receive your final paycheck on [Date], which includes payment for all hours worked up to your final date and any accrued but unused vacation time, as per company policy and local laws.
- **Company Property:** Please return all company property, including keys, ID badges, laptops, and files, by [Time] on [Date].
- **Benefits:** Information regarding the status of your health insurance and other benefits will be sent to you under separate cover.

By signing this letter, both [Company Name] and [Employee Name] acknowledge that this separation is by mutual consent and that neither party has further claims or obligations to the other, except as required by law or existing non-disclosure agreements.

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

Sincerely,

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

**Employee Acknowledgment:**

I, [Employee Name], agree that my employment is being terminated by mutual agreement effective [Date].

Signature: _____ Date: _____