[Company Name]
[Company Address]
[Date]

[Employee Name]
[Employee Title]
[Home Address]

RE: Termination of Employment

Dear [Employee Name],

I am writing to formally notify you that [Company Name] has decided to terminate your employment, effective [Last Working Date].

As you are aware, you were appointed to the position of [Executive Job Title] subject to a probationary period. Following a review of your performance and your alignment with the strategic requirements of the executive team, we have determined that you have not successfully completed this probation.

This decision is based on the following factors:

- [Reason 1: e.g., Failure to meet specific KPIs]
- [Reason 2: e.g., Misalignment with corporate strategy]
- [Reason 3: e.g., Failure to achieve departmental leadership goals]

Regarding your final compensation:

- Your final salary payment will include all hours worked up to [Last Working Date].
- You will receive payment for [Number] days of accrued but unused vacation time.
- Your company benefits will remain active until [Date].

Please return all company property, including your laptop, building access keys, corporate credit cards, and proprietary documents, to [Department/Person] by [Time] on [Date].

You are reminded of your ongoing obligations regarding confidentiality and non-disclosure as outlined in your employment agreement signed on [Start Date].

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

Sincerely,

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