[Current Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notification of Termination of Employment

Dear [Employee Name],

This letter is to formally notify you that your employment with [Company Name] is being terminated, effective [Last Working Date], due to your unsuccessful completion of your probationary period.

As discussed during our previous performance reviews on [Date(s) of meetings], your performance has not met the required standards for the role of [Job Title]. Specifically, the following areas remained below expectations: [List 2-3 brief reasons, e.g., quality of work, meeting deadlines, or technical proficiency].

Regarding your final compensation and benefits:

- Your final paycheck, including pay for hours worked up to your final date and any accrued vacation time, will be [issued on Date / sent via mail].
- Your healthcare coverage will continue until [End Date].
- [Insert information regarding return of company property, e.g., laptop, keys, ID badge].

Please return all company property to [Name/Department] by [Time/Date].

We wish you the best in your future professional endeavors.

Sincerely,

[Signature]
[Sender Name]
[Sender Title]