

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

[Date]

[Employee Name]
[Employee Address]

RE: Notice of Termination of Employment

Dear [Employee Name],

This letter is to formally notify you that your employment with [Company Name] is being terminated, effective [Date].

As you are currently within your probationary period, your performance and fit for the role of [Job Title] have been closely monitored. Unfortunately, we have determined that your performance has not met the required standards for the position. Specifically, [Optional: Insert brief reason, e.g., failure to meet production targets/difficulty mastering core software].

Regarding your final compensation:

- Your final paycheck, including payment for hours worked up to your final date, will be issued on [Date].
- [Optional] You will be paid for any accrued but unused vacation time in accordance with company policy.

Severance Offer:

Although not required during a probationary period, the company has decided to offer you a discretionary severance payment of [Amount/Weeks of pay]. This offer is contingent upon your signing of the attached Separation Agreement and General Release.

Please return all company property, including keys, ID badges, and equipment, by [Date/Time].

We wish you the best in your future endeavors.

Sincerely,

[Signature]
[Sender Name]
[Sender Title]