

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Notice of Termination of Employment

Dear [Employee Name],

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

As you are currently within your probationary period, your performance and fit within the role were closely monitored. After a thorough review, we have determined that your employment is not a match for the requirements of the position at this time.

Regarding your final arrangements:

- Your final paycheck, including payment for hours worked up to your last day [and any accrued unused vacation time, if applicable], will be issued on [Date] via [Payment Method].
- Please return all company property, including keys, security badges, and laptop, to [Department/Person] by [Time] on your last day.
- Information regarding your benefits and COBRA eligibility (if applicable) will be sent to your home address via mail.

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]