

[Company Header/Logo]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Termination of Employment during Probationary Period

Dear [Employee Name],

Please be advised that your employment with [Company Name] is terminated, effective [Date].

As discussed during your orientation, your initial employment was subject to a probationary period. We are taking this action due to continued attendance and punctuality issues that have not met the requirements of your role, despite previous discussions regarding these expectations.

Final Pay:

Your final paycheck, which includes payment for all hours worked through your final day and any accrued but unused vacation time (if applicable by law or policy), will be [issued via direct deposit / mailed to your address] on [Date].

Severance Payment:

Although not required during a probationary period, the company has decided to offer you a discretionary severance payment in the amount of [Amount]. This payment is contingent upon your signature on the attached Release of Claims Agreement. Please return the signed agreement by [Date].

Benefits:

Your medical benefits will continue through [Date]. Information regarding your right to continue coverage under COBRA will be sent to you under separate cover.

Company Property:

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

We wish you success in your future endeavors.

Sincerely,

[Sender Name]

[Title]

[Company Name]