

[Company Name]
[Company Address]
[Date]

[Employee Name]
[Employee Address]

Re: Termination of Employment

Dear [Employee Name],

I am writing to inform you that your employment with [Company Name] is being terminated, effective [Date], due to the unsuccessful completion of your probationary period.

In accordance with your employment agreement, the company is offering you a severance payment in the amount of [Amount]. This payment is subject to all applicable taxes and withholdings. Please note that this offer is contingent upon your signature of the attached Release of Claims Agreement by [Deadline Date].

Your final paycheck, including payment for work performed through your last day and any accrued but unused vacation time (if applicable), will be issued on [Date] via [Payment Method].

Your health insurance benefits will continue until [Date]. Information regarding COBRA and other benefit transitions will be sent to you under separate cover.

Please return all company property, including your [ID badge, keys, laptop, etc.], by [Date/Time].

We wish you the best in your future endeavors.

Sincerely,

[Signature]
[Name of Manager/HR Representative]
[Title]