

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

[Date]

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

RE: TERMINATION OF EMPLOYMENT

Dear [Employee Name],

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

This decision has been made due to acts of misconduct during your probationary period. Specifically, on [Date of Incident], the following occurred: [Brief Description of Misconduct]. This behavior is a violation of company policy regarding [Policy Name/Reference] and is inconsistent with the standards expected of our employees.

As you are currently within your probationary period, your employment is being severed in accordance with the terms of your offer letter and the company handbook.

Your final paycheck, which includes payment for hours worked up to this date and any accrued [Vacation/PTO] as required by law, will be [issued today / mailed to your address / deposited via direct deposit].

Please return all company property, including [Keys, ID Badges, Laptop, etc.], by [Time/Date] to [Department/Location].

Any questions regarding your benefits or final compensation should be directed to the Human Resources Department.

Sincerely,

[Signature]

[Name of Manager/HR Representative]
[Title]