

[Date]

[Employee Name]
[Employee Address]

Subject: Termination of Employment (Probationary Period)

Dear [Employee Name],

Please be advised that [Company Name] has decided to terminate your employment, effective [Last Working Date].

As you are currently within your initial probationary period, we have determined that there is not a sufficiently close alignment between your professional approach and our current organizational culture and team dynamics. This decision is not based on specific misconduct, but rather on our assessment of cultural fit for this specific role.

To assist with your transition, the company is offering you a severance package consisting of:

- A lump sum payment of [Amount], equivalent to [Number] weeks of pay.
- Payment for any accrued but unused vacation days (where applicable).
- [Additional Benefit if applicable].

This severance offer is contingent upon your signing of a standard Release of Claims agreement, which is attached to this letter. You have until [Date] to review and return the signed agreement.

Regarding your benefits, [Details about health insurance/COBRA]. You are required to return all company property, including [Keys, Laptop, Badge], by [Date].

We thank you for your time with us and wish you the best in your future endeavors.

Sincerely,

[Name]
[Title]
[Company Name]