

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Notice of Immediate Termination of Employment

Dear [Employee Name],

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

Your dismissal is a result of violating company policy during your probationary period. Specifically, the violation pertains to: [Insert Brief Description of Policy Violation].

Because this termination is due to a policy violation during the probationary period, you are not eligible for severance pay or continued benefits, except as required by law. Your final paycheck, including payment for all hours worked up to this date and any accrued unused vacation time (if applicable by law/policy), will be issued via [Direct Deposit/Check] on [Date].

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

Any questions regarding your benefits or final pay should be directed to the Human Resources Department at [Phone Number].

Sincerely,

[Your Name]

[Your Title]

[Company Name]