

Date: [Insert Date]

To: [Employee Name]

Position: [Job Title]

Subject: Termination of Employment (Conclusion of Probationary Period)

Dear [Employee Name],

We are writing to formally notify you that [Company Name] has decided not to continue your employment beyond your probationary period. Your final day of employment will be [Insert Date].

After reviewing your performance during this initial period, we have determined that the role is not the right fit at this time. This decision is final.

Severance and Final Pay

Although not required during a probationary period, the company has decided to offer you a severance payment of [Insert Amount/Weeks of Pay]. This payment is subject to your signature on the attached Release of Claims Agreement.

Your final paycheck, which includes payment for all hours worked up to your last day and any accrued but unused vacation time (if applicable by law/policy), will be issued on [Insert Date] via [Insert Method].

Benefits and Company Property

Your company-provided benefits will conclude on [Insert Date]. Please return all company property, including your [Laptop, Keys, ID Badge, etc.], by [Insert Time/Date].

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]