

[Current Date]

[Employee Name]

[Employee ID]

[Home Address]

Subject: Notice of Termination of Employment (Probationary Period)

Dear [Employee Name],

We are writing to formally notify you that your employment with [Company Name] will be terminated, effective [Last Working Date].

As you are currently within your probationary period, the company has decided not to proceed with your permanent appointment. This decision has been made following a review of your performance and suitability for the role of [Job Title].

Your final paycheck will include payment for:

- Work performed up to and including your final date of employment.
- Payment in lieu of [Number] days/weeks notice (if applicable).
- Any accrued but unused vacation leave.

Please return all company property, including keys, security badges, laptops, and any documentation, to [Name/Department] by [Time] on [Date].

Regarding your benefits, [Briefly mention status of insurance or pension, e.g., coverage will cease on your final date]. You will receive a separate package detailing your options for benefit continuation.

If you have any questions regarding your final compensation or the transition process, please contact [HR Contact Name] at [Phone Number/Email].

We thank you for your contributions during your time with us and wish you success in your future endeavors.

Sincerely,

[Signature]

[Sender Name]

[Sender Title]

[Company Name]