

[Date]

[Employee Name]

[Job Title]

[Department]

[Company Name]

Subject: Probationary Employee Termination Letter

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] as a probationary employee, effective from [Start Date], will be terminated effective [Termination Date].

This decision is based on [briefly state reason, e.g., performance during the probationary period, company policies, etc.]. Despite your efforts, we have determined that your performance does not meet the standards expected for the position.

Your final paycheck, including any outstanding pay and benefits due to you, will be provided in accordance with company policy and applicable laws. Please return all company property and settle any outstanding matters by your last working day.

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

We thank you for your efforts and wish you success in your future endeavors.

Sincerely,

[Manager/Supervisor Name]

[Job Title]

[Company Name]