

[Date]

[Employee Name]  
[Employee Address]  
[City, State, ZIP]

**Subject:** Probationary Termination Letter

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Termination Date]. This decision is the result of your performance during your probationary period, which has not met the requirements and expectations set for your role.

Your access to company property and systems will cease on your final working day. Please return all company property, including keys, identification, and equipment, by that date.

You will receive your final paycheck, including any accrued entitlements, in accordance with company policy and applicable laws.

If you have any questions regarding your termination or final payments, please contact [HR Contact/Manager Name] at [Contact Details].

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

Sincerely,

[Your Name]  
[Your Job Title]  
[Company Name]