

## **Letter - Termination of Probationary Employee**

(Name of Manager)  
(Title)  
(Phone Number)  
(Email)  
(Date)

(Recipient Name)  
(Title)  
(Company Name)

Dear (Recipient Name),

We recognize and appreciate the effort you invested in your position during this your probationary period. Regrettably, your results have not met company expectations. This letter has been written to advise you that your employment with [Company Name] is terminated effective today [Date].

We will process your Record of Employment and your outstanding wages on the next scheduled pay period, [Date] and these documents will be mailed to your home.

We wish you the best in your future endeavors.

Sincerely,

(Name of Manager)  
(Title)  
(Phone Number)  
(Email)  
(Date)