

[Company Name]
[Company Address]
[Date]

[Employee Name]
[Employee Address]

RE: Notice of Termination of Employment

Dear [Employee Name],

We are writing to inform you that your employment with [Company Name] is being terminated, effective [Last Working Day Date].

As you are currently within your probationary period, your performance and suitability for the role of [Job Title] have been closely monitored. We have recently received formal feedback from our client regarding your current assignment. Specifically, the feedback highlighted [Briefly mention areas of concern, e.g., quality of work, missed deadlines, or technical proficiency].

After reviewing this feedback and evaluating your overall progress during the probationary period, we have determined that your performance does not meet the requirements of the role or the expectations of our clients. Therefore, we have made the decision to end your assignment and your employment with the company.

Your final paycheck, which will include payment for work completed up to your final date and any accrued but unused vacation time, will be issued on [Date] via [Payment Method].

Please return all company property, including [List items: keys, ID badge, laptop, etc.], to [Name/Department] by [Time/Date].

We wish you the best in your future endeavors.

Sincerely,

[Name]
[Title]
[Company Name]