

[Current Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Notice of Dismissal During Probationary Period

Dear [Employee Name],

I am writing to formally notify you that your employment with [Company Name] is being terminated, effective [Last Working Day Date].

As you are currently within your probationary placement period, which began on [Start Date], we have been evaluating your performance and suitability for the role of [Job Title]. Unfortunately, we have decided that this position is not the right fit at this time.

Your final paycheck, including payment for hours worked up to your final date and any accrued benefits as required by law, will be [issued/mailed] to you on [Date].

Please return all company property, including [keys, ID badges, laptops, etc.], to [Department/Person] by [Time/Date].

We thank you for your time with us and wish you the best in your future endeavors.

Sincerely,

[Signature]

[Your Name]

[Your Job Title]

[Company Name]