

[Date]

[Employee Name]  
[Employee Address]  
[City, State, Zip Code]

Subject: Termination of Employment (Unsuccessful Trial Period)

Dear [Employee Name],

I am writing to formally notify you that [Company Name] has decided to terminate your employment, effective [Last Working Date].

As you are aware, your employment was subject to a trial period of [Length of Trial Period]. We have closely monitored your performance and progress during this time. Unfortunately, we have determined that your performance has not met the requirements of the [Job Title] role, and we will not be confirming your permanent appointment.

Your final paycheck, which includes 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] on your final day.

Details regarding your benefits and any relevant COBRA information will be sent to your home address by the HR department.

We thank you for your efforts during your time with us and wish you success in your future endeavors.

Sincerely,

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