

**Subject:** Letter of termination

Dear [employee name],

We regret to inform you that your employment with [company name] is terminated effective **[termination date]**.

This decision has been made after evaluating your performance during the probation period. Despite our efforts to support you, we have not seen the progress we had hoped for in terms of job responsibilities and performance.

Your final settlement will be processed on **[payday]**. We kindly request you return any company property, including laptops or mobile phones, by **[return deadline]**.

We appreciate the time you spent with us and wish you success in your future endeavors.

Sincerely,

[Sender name]

[Designation], [Company name]