**TERMINATION LETTER TEMPLATE**

Dear ABC **(Recipient Name)**,

We acknowledge and recognize the effort that you’ve put into your job role as **(add job** **title)** during your probationary period with **(add firm name).**Regrettably, the results did not meet business expectations. We write this letter to inform you that your employment with **(firm name)** stands terminated effective today **(or** **add date).**

We will be processing your outstanding salary and your Record of Employment on the next scheduled payment date **(add date).** These documents would be mailed to your home address.

We wish you the best in your future endeavors.

Sincerely,

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