

Employee Termination Notice Form

(Probation Period)

This **employee termination notice form** sample is specifically designed for use during the probation period, ensuring clear communication of termination details. It helps employers document the reasons and conditions for ending the probationary employment in a professional manner. Using this form facilitates a smooth and transparent termination process.

Employee Information

Employee Name:			
Job Title:			
Department:			
Employee ID:			
Date of Hire:	____	/	____
Probation Period End Date:	____	/	____

Termination Details

Effective Termination Date:	____ / ____ / ____
Reason for Termination:	<input type="checkbox"/> Performance <input type="checkbox"/> Attendance <input type="checkbox"/> Behavioral Issue <input type="checkbox"/> Not a Good Fit <input type="checkbox"/> Other (specify): _____
Detailed Explanation:	_____ _____ _____

Exit Checklist

<input type="checkbox"/> Company property returned (keys, ID badge, equipment, etc.)
<input type="checkbox"/> Final paycheck issued
<input type="checkbox"/> Access rights revoked
<input type="checkbox"/> Exit interview conducted
<input type="checkbox"/> Other: _____

Signatures

Supervisor / Manager Name & Signature:	HR Representative Name & Signature:
Date: _____	Date: _____
Employee Acknowledgement: I acknowledge receipt of this notice.	
Signature: _____ Date: _____	

This form is a sample template and should be reviewed by your legal/HR department to ensure compliance with local and organizational regulations.