

Notice of Termination

Date: _____

Employee Name:

Employee ID:

Position/Department:

Notice To:

Please be advised that your employment with **[Company Name]** is being terminated, effective _____ (date). This termination is within your probationary period which commenced on _____ (start date).

Reason(s) for Termination:

All company property must be returned by your last working day. Your final paycheck and any remaining entitlements will be processed according to company policy and applicable laws.

Please contact **[HR Representative Name/Contact]** should you have any questions regarding this notice.

Supervisor/Manager Name:

Signature:

Date: _____

Employee Acknowledgement (Signature):

Date: _____

Note: This form is intended for probationary employees only and is for internal HR use. Please consult legal counsel for local employment law requirements.