

# Notice of Termination

Date: \_\_\_\_\_

Employee Name:

Enter employee's full name

Employee ID:

Enter employee ID

Position/Department:

Enter position or department

Notice To:

Enter employee's name

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:

Briefly outline the reason(s) for termination (e.g., performance, attendance, conduct, etc)

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:

Enter supervisor/manager name

Signature:

Sign here

Date: \_\_\_\_\_

Employee Acknowledgement (Signature):

Employee 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.