

MODEL LETTER FOR USE IN EMPLOYMENT TERMINATION
DURING PROBATIONARY PERIOD

(Date)

Name

Address

City, State, Zip

Dear _____:

This letter is to inform you that you are terminated from your probationary employment with _____ County effective today, _____. The reason for your termination is your failure to successfully complete your probationary period, as outlined in County Policy _____.

Arrangements have been made for you to receive all of your wages, unpaid leave, and personal property. Please contact me regarding the return of County property, payment of wages, and the return of your personal property.

Sincerely,

Department Head *(or appropriate title)*