

Quick termination message for new employees

Subject: Termination During Probationary Period

[Employee Name],

Your employment with [Company Name] is terminated effective immediately due to unexcused absence during your probationary period.

You were scheduled to work on [dates] but failed to report to work or notify your supervisor. As a probationary employee, consistent attendance is essential for successful completion of your trial period.

Your final pay for hours worked will be processed according to standard payroll procedures.

Please return your [company items] to HR.

Thank you,

[Supervisor Name]

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