

Probation Termination Letter

[Your Name]

[Your Title/Position]

[Your Company/Organization]

[Company Address]

[City, State, ZIP Code]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[Recipient's Department (if applicable)]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Subject: Probation Termination Notice

Dear [Recipient's Name],

I hope this letter finds you well. It is with regret that I am writing to inform you that your probationary period at [Company/Organization Name] has been terminated, effective as of [termination date].

After careful evaluation and consideration of your performance during the probationary period, it has been determined that your overall performance and suitability for the position do not meet the requirements and expectations set forth for this role. The decision to terminate your probationary employment is not made lightly, but we believe it is in the best interest of both parties.

During your probationary period, we have provided feedback and opportunities for improvement to help you succeed in your role. Despite these efforts, we have not observed the necessary progress and growth required for the position.

Your final paycheck, including any accrued but unused vacation days, will be processed and delivered to you as per company policy. Please also return any company property or documents in

your possession before your last day of employment.

We understand that this may come as disappointing news, but we encourage you to take this experience as an opportunity to learn and grow professionally. We are committed to supporting your transition and will provide any necessary documentation or references upon your request.

If you have any questions or would like to discuss this decision further, please feel free to reach out to me directly.

We wish you the best of luck in your future endeavors.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company/Organization]

[Contact Information]