

Probationary Period Termination Email - Simple

Subject: End of Probationary Period

Hi [Employee Name],

Your probationary period with [Company Name] will end on [Date], and we have decided not to continue your employment beyond this date.

This decision is based on [performance concerns/role fit/business needs] that became apparent during your probationary period.

Your final day will be [Date]. HR will contact you about final pay and benefit information.

Thanks for your time with us.

[Manager Name]

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