

Probation period early termination

Subject: Probationary Employment Termination

Dear [Employee Name],

Your probationary employment period with [Company Name] is terminated immediately. After careful evaluation, we have determined that your skills and work style are not aligned with our organizational needs and position requirements.

This decision is effective immediately. As a probationary employee, you are not eligible for our standard termination benefits or appeal process. However, you will receive pay for all hours worked through today.

Please return all company materials and complete a brief exit process with HR before leaving today.

We wish you success in finding a position better suited to your talents.

Regards,

[Supervisor Name]

[Department]

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