

Probationary Period Termination

Subject: End of Probationary Employment

Dear [Employee Name],

After careful consideration during your probationary period, we have determined that the position is not the right fit at this time. Therefore, your employment with [Company Name] will end on [Date].

During the probationary review process, we identified that the role requirements and your current skill set are not optimally aligned. This decision allows both parties to pursue better-matched opportunities.

You will receive compensation through your last day of work. Please coordinate with HR regarding the return of any company materials and completion of exit procedures.

We appreciate your efforts during your time with us and wish you success in finding a position better suited to your strengths.

Best regards,

[Supervisor Name]

[Department]

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