

Termination after probation review

Subject: Non-Confirmation of Appointment

Dear [Employee's Name],

Following the completion of your probationary period, we regret to inform you that your employment with [Company Name] will not be confirmed. Despite the support provided, your performance has not met the required standards for the role of [Job Title].

Your employment will be terminated effective [Date]. Your final salary and applicable benefits will be processed in line with company policy.

We thank you for your time with us and wish you well in your future endeavors.

Sincerely,

[Your Name]

[Position]

[Company Name]

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