

Probation Dismissal Letter

[Your Name]

[Your Title/Position]

[Your Organization]

[Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Subject: Probation Dismissal Letter

Dear [Employee's Name],

I am writing to inform you that, after careful consideration and review of your performance during the probationary period, we have come to the difficult decision to terminate your employment with [Your Organization], effective [last working day, typically 1-2 weeks from the date of the letter].

Your probationary period was designed to assess your suitability for the [position/job title] role and your ability to meet the performance expectations of our organization. Regrettably, it has become evident that your performance and progress have not met the standards we require for the position.

During your probationary period, we have provided you with feedback, guidance, and support to help you succeed in your role. Despite these efforts, we have not observed the necessary improvements in key areas such as [specific performance issues, if applicable]. As a result, we believe that it is in the best interest of both parties to conclude your employment with [Your Organization].

Please return any company property, keys, access cards, or materials in your possession by [last

working day]. You will receive your final paycheck, including any accrued but unused vacation days, on [date of final paycheck, typically the next regular pay cycle]. Information regarding COBRA benefits continuation, if applicable, will be provided separately.

We understand that this news may be disappointing, and we want to assure you that we appreciate your efforts during your time with [Your Organization]. We wish you the best in your future endeavors and hope that you find success and fulfillment in your next opportunity.

If you have any questions or need further assistance, please do not hesitate to contact [HR representative's name and contact details].

Sincerely,

[Your Name]

[Your Title/Position]

[Your Organization]