

Formal Dismissal Letter Template

Subject: Termination of Employment During Probation

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Date], during your probation period. Despite our efforts to provide guidance and support, your performance has not met the expectations outlined in your probation objectives.

Please return all company property and complete the exit formalities by [Date]. We wish you success in your future endeavors.

Sincerely,

[Manager Name]

[Position]

[Contact Information]

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