

Provisional/Preliminary Dismissal Template

Subject: Probation Period Termination Notification

Dear [Employee Name],

This letter serves as formal notice of termination of your employment with [Company Name] effective [Date]. This decision is made after careful review of your performance and overall fit within our team during the probationary period.

Please contact HR to complete necessary exit procedures and to collect any due compensation.

Best regards,

[HR Manager Name]

[Contact Information]

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