

Casual/Compassionate Email Template

Subject: Notice of End of Probation

Hi [Employee Name],

We appreciate your efforts during your probation at [Company Name]. Unfortunately, after reviewing your progress and performance, we have decided to end your employment as of [Date].

We thank you for your contributions and wish you all the best in your future roles. HR will reach out to guide you through the final steps.

Kind regards,

[Manager Name]

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