

Feedback-Inclusive Dismissal Template

Subject: Termination of Employment During Probation

Dear [Employee Name],

After careful evaluation during your probationary period, we have concluded that your performance in [specific areas] does not meet the standards required for your role at [Company Name].

Accordingly, your employment will be terminated effective [Date].

Enclosed is detailed feedback to help you in your future endeavors. Please coordinate with HR regarding exit formalities and final settlement.

Sincerely,

[Manager Name]

[Position]

[Contact Information]

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