Short and Direct Dismissal Email

Subject: End of Probation Notice

Dear [Employee Name],

We inform you that your employment at [Company Name] will end on [Date], following the probationary evaluation. HR will provide details regarding your exit and final dues.

Thank you for your time and efforts.

Regards,

[HR Representative Name]

Get more templates here: https://www.lettersandtemplates.com/letters/probation-dismissal-letter