

Probation Termination - Official

Subject: Notice of Employment Termination During Probation Period

Dear [Employee Name],

Further to our meeting on [Date], this letter serves as formal notification that your employment with [Company Name] will be terminated effective [Termination Date], during your probation period.

This decision has been made after careful consideration of your performance throughout the probation period. Despite feedback provided during our review meetings on [dates] and support offered through [training, mentoring, etc.], the required performance standards have not been met in the following areas: [list specific performance issues objectively].

Your final working day will be [Date]. You will receive payment for all hours worked through your termination date, including any accrued but unused vacation days, in accordance with company policy and applicable labor laws. Your final paycheck will be processed on [Date].

Please arrange to return all company property, including [list items such as laptop, ID badge, keys, etc.], to [Person/Department] by [Date]. You will receive information regarding [benefits continuation, references, or other relevant matters] under separate cover.

If you have any questions regarding this decision or the termination process, please contact [HR Contact Name] in Human Resources at [contact information].

We wish you success in your future endeavors.

Sincerely,

[Manager Name]

[Title]

[Department]

cc: Human Resources

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