

Formal Probation Termination Letter

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Termination Date], as your performance during the probation period has not met the required standards.

We appreciate your efforts and contributions during this period. Please ensure that all company property is returned by your last day.

We wish you the best in your future endeavors.

Sincerely,

[Manager Name]

[Designation]

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