

Probation Termination Due to Conduct

Dear [Employee Name],

After careful review, we have decided to terminate your employment with [Company Name] effective [Termination Date] due to conduct that does not align with company policies and expectations during your probationary period.

We hope you will take this experience as an opportunity for personal growth. Please coordinate with HR to complete the necessary formalities.

Sincerely,

[HR Manager Name]

[Company Name]

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