

Friendly Probation Termination Letter

Dear [Employee Name],

We regret to inform you that your probationary employment at [Company Name] will end on [Termination Date]. This decision has been made after assessing overall fit and performance during your probation period.

We thank you for your efforts and wish you the best for your future career. Please contact HR to arrange the handover of any company property.

Kind regards,

[Manager Name]

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