

Probation Termination with Feedback

Dear [Employee Name],

After a comprehensive review of your probationary period, we have decided to terminate your employment with [Company Name], effective [Termination Date].

While your contributions are appreciated, there are specific areas for improvement which were discussed during your probation review. We encourage you to apply this feedback for future opportunities.

Thank you for your time with us, and we wish you the best.

Sincerely,

[Manager Name]

[Designation]

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