

Professional probationary termination acceptance

Subject: End of Probationary Period - Employment Termination

Dear [Employee Name],

After careful consideration and evaluation during your probationary period, we have decided not to continue your employment with [Company Name] beyond the probationary period ending [Date].

While you demonstrated several strengths, we have determined that the role requirements and your current skill set are not optimally aligned. This decision allows both you and the company to pursue better-matched opportunities.

We will provide a neutral employment reference confirming your dates of service. Your final paycheck will include compensation through your last working day.

Please coordinate with HR for the return of any company materials and completion of exit procedures.

We wish you well in finding a position that better matches your talents and career goals.

Sincerely,

[Hiring Manager Name]

[Department]

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