

Probation Termination Letter

Subject: Termination of Employment During Probation

Dear [Employee Name],

We regret to inform you that your probationary employment with [Company Name] will end on [Termination Date]. During the probation period, your performance has been evaluated and it has been decided that we will not continue your employment beyond this period.

Please coordinate with HR to complete the necessary formalities and return any company property.

We thank you for your time and effort and wish you well for your future endeavors.

Sincerely,

[Your Name]

[Designation]

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