

Probation Termination Letter

Dear [Employee Name],

After reviewing your performance during the probationary period, it has been determined that your employment with [Company Name] will not continue beyond [Termination Date]. This decision is based on [reason, e.g., performance, fit with team, or skills].

We appreciate your efforts during your time with us and wish you the best in your career pursuits.

Sincerely,

[Your Name]

[Position]

[Company Name]

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