

Probation Termination Letter

Date: [Insert Date]

To: [Employee's Name]

Address: [Employee's Address]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] will be terminated effective immediately due to ongoing attendance issues during your probationary period. Despite our previous discussions and the support provided, we have not seen the necessary improvement in your attendance.

Your attendance record shows a number of unexcused absences, which has significantly impacted your performance and the operations of the team. We believe that this decision is in the best interest of both parties.

Please arrange to return any company property and settle any outstanding matters with the HR department.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]