

Probation Termination Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that your probation period with [Company Name] has not met the established performance expectations. After careful consideration and evaluation, we have decided to terminate your employment effective immediately.

During your probation, we have noticed the following areas where expectations were not met:

- [List specific performance issues]
- [List specific performance issues]
- [List specific performance issues]

We appreciate your efforts during your time here and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]