

# Termination of Probation Notice

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that after careful consideration, we have decided to terminate your probationary employment with [Company Name], effective [Termination Date]. This decision was reached due to [briefly state reason, if appropriate].

We appreciate your efforts during your time with us and recognize the hard work you put in. While this particular position did not align with our needs, we encourage you to consider future opportunities within our organization. We believe you have potential and wish to see you succeed.

If you would like, we can keep your resume on file and inform you of any suitable openings that become available going forward.

We wish you the best in your future endeavors and thank you for your contributions during your time here.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]