

# Probationary Termination Warning

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Probationary Termination Warning

Dear [Employee's Name],

We are writing to formally address concerns regarding your performance during your probationary period at [Company Name]. Despite previous discussions and feedback provided, we have observed a lack of improvement in the following areas:

- [Area of Concern 1]
- [Area of Concern 2]
- [Area of Concern 3]

This letter serves as a warning that unless significant improvement is observed by [specific date], we may have to consider termination of your employment with [Company Name].

Please take this opportunity to reflect on our feedback and make the necessary improvements. We are willing to provide guidance and support during this time.

If you have any questions or wish to discuss this matter further, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Company Name]