

Probation Advising Letter

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: Notice of Probation Due to Behavior Misconduct

We are writing to formally inform you that, effective [insert start date], you will be placed on probation for a period of [insert duration] due to recent incidents of behavioral misconduct.

On [insert date(s)], it was reported that you [describe the behavior leading to probation]. This behavior is not in line with the standards expected from an employee at [Company Name], and it has affected [mention any impact on colleagues, performance, etc.].

During this probationary period, we expect you to demonstrate improvement in your conduct and comply with the company's policies. Your progress will be reviewed on a regular basis, and failure to meet these expectations may result in further disciplinary action, up to and including termination of employment.

Please acknowledge your receipt of this letter and confirm your understanding of the terms of your probation by signing and returning the enclosed copy.

We hope that you will take this opportunity to reflect on your actions and work towards a more positive engagement with your colleagues and responsibilities.

If you have any questions, please do not hesitate to reach out to [Supervisor/HR contact information].

Sincerely,
[Your Name]
[Your Position]
[Company Name]

Enclosure: Acknowledgment of Probation