

Dismissal Notice During Probationary Period

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 employment with [Company Name] during your probationary period, effective [Insert Dismissal Date].

The decision is based on [Briefly explain reason, e.g., performance, conduct, etc.]. We appreciate the efforts you have made during your time with us.

All final pay and accrued benefits will be processed according to our company policy. Please return any company property in your possession.

Thank you for your time with [Company Name]. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]