

# Termination of Probationary Employment

Date: [Insert Date]

To: [Employee Name]

[Employee Address]

Dear [Employee Name],

We regret to inform you that your probationary employment with [Company Name] will be terminated effective [Termination Date]. This decision has been made due to consistent attendance problems that have not improved despite previous discussions and warnings.

As per our company policy, we monitor attendance closely during the probation period, and unfortunately, your attendance record falls below the acceptable standards of our organization. You have been late on several occasions and have taken unscheduled absences that have impacted the team and overall productivity.

We appreciate your contributions during your time with us and wish you the best in your future endeavors.

If you have any questions or require further information, please do not hesitate to contact the HR department.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]