

End of Probation Termination Notice

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that your probationary period with [Company Name] will be terminated effective [Termination Date]. This decision has been made due to ongoing behavioral concerns that have not improved despite previous feedback and support provided during your probationary period.

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]