

# End of Probation Termination Notice

Date: [Insert Date]

To: [Employee's Name]

Address: [Employee's Address]

Dear [Employee's Name],

We regret to inform you that your probationary employment with [Company Name] will be terminated, effective immediately, due to excessive tardiness.

During your probation period, we have documented several instances of lateness that have not seen improvement despite prior discussions and warnings. Maintaining punctuality is essential for our team dynamics and operational efficiency.

Your final paycheck will be provided to you in accordance with our company policies. If you have any personal belongings in the office, please arrange to collect them at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]