

End of Probation Termination Notice

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that your probation period, which began on [start date], will not be extended, and your employment with [Company Name] will be terminated effective [termination date].

Despite our support and feedback throughout your probation, we have found that your performance has not met the expectations outlined in your job description and during our performance reviews. Specific areas of concern include [briefly list specific issues or examples].

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

If you have any questions regarding your final paycheck or benefits, please feel free to reach out to [HR Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]