

# End of Probation Termination Notice

Date: [Insert Date]

Dear [Employee's Name],

We appreciate the time you have spent with us during your probationary period at [Company Name]. After careful consideration, we regret to inform you that we will not be continuing your employment beyond the probation period, effective [Last Working Day].

Your contributions have been valued, and we encourage you to seek feedback on your performance. This feedback can be beneficial for your future opportunities, and we are happy to provide you with a reference upon request.

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]