

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 immediately, due to a lack of skill proficiency required for your position as [Job Title].

Despite the resources and support provided during your probation, we have determined that your performance has not met the expectations necessary for continued employment.

Please arrange to return any company property and finalize the necessary paperwork with [HR Department/Contact Person] before your departure.

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]