

End of Probation Termination Notice

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Dear [Employee's Name],

We regret to inform you that following the completion of your probationary period, we have decided to terminate your employment with [Company Name], effective immediately as of [Insert Effective Date].

This decision comes after careful consideration of your performance during your probation. Unfortunately, we have found that your performance has not met the expectations set forth at the beginning of your employment. Specific areas of concern include [list specific performance issues]. Despite our efforts to support you through this period and provide feedback, we have not seen sufficient improvement.

We appreciate the contributions you have made during your time here and wish you the best in your future endeavors.

If you have any questions regarding your final paycheck or the return of company property, please do not hesitate to reach out to Human Resources.

Sincerely,

[Your Name]

[Your Position]

[Company Name]