

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Employee's Name]

[Employee's Job Title]

[Employee's Address]

[City, State, ZIP Code]

Subject: Dismissal from Trial Employment

Dear [Employee's Name],

This letter serves as formal notification of your dismissal from your trial employment with [Company Name], effective [Date]. This decision follows our recent evaluations, which indicated that you did not meet the objectives set forth at the beginning of your employment period.

Despite the feedback and support provided, there has been insufficient progress in achieving the agreed-upon expectations. We appreciate the efforts you have made during your time with us, but unfortunately, we must move forward in a different direction.

Please arrange to return any company property by [return date]. Final settlement of your employment will be completed as per our company policies.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]