

[Company Name]
[Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee Address]

Dear [Employee Name],

Subject: Notification of Unsuccessful Probationary Period

I am writing to formally notify you of the outcome of your probationary period review for the position of Agency Account Manager. Following our meeting on [Date], I am writing to confirm that your employment with [Company Name] will be terminated, effective [Last Date of Employment].

As discussed, this decision has been made because your performance during the probationary period did not meet the required standards for the role. Specifically, we noted concerns regarding [list key areas, e.g., client relationship management, meeting campaign KPIs, or portfolio growth]. Despite the support and feedback provided during our check-ins, the necessary improvements have not been achieved.

Regarding the conclusion of your employment:

- Your final salary payment, including any accrued but unused holiday entitlement, will be paid on [Date] via [Method of Payment].
- Your notice period is [Number] week(s), which [will be worked / will be paid in lieu].
- Please return all company property, including your laptop, building keys, and client files, to [Name/Department] by [Date].

You have the right to appeal this decision. If you wish to do so, please submit your appeal in writing to [Name of Senior Manager/HR] within [Number] days of receiving this letter, stating your grounds for appeal.

We would like to thank you for your contributions during your time with us and wish you the best in your future career.

Yours sincerely,

[Your Signature]
[Your Name]
[Your Title]