

[Date]

[Employee Name]

[Address Line 1]

[Address Line 2]

Subject: Notification of Unsuccessful Probationary Period

Dear [Employee Name],

I am writing to formally notify you of the outcome of your probationary period review for the position of Business Development Executive at [Company Name].

As discussed during our meeting on [Date], we have closely monitored your performance, specifically regarding [mention key areas such as lead generation targets, pipeline management, or client acquisition]. Unfortunately, we have determined that your performance has not met the required standards set for this role.

Consequently, we regret to inform you that you have not successfully completed your probationary period, and your employment with [Company Name] will terminate effective [Last Working Day Date].

Regarding the conclusion of your employment:

- Your final salary payment will include all hours worked up to [Last Date] and any accrued but unused holiday entitlement.
- You are required to return all company property, including your laptop, key cards, and client databases, by [Time] on [Date].
- Your final payslip and P45 will be sent to your registered home address.

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

Yours sincerely,

[Your Name]

[Your Job Title]

[Company Name]