

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Notification of Unsuccessful Probationary Period

Dear [Candidate Name],

This letter is to formally notify you that your probationary period for the position of [Job Title] has been unsuccessful. Consequently, we are unable to confirm your permanent reassignment to this role, effective [Last Working Date].

As discussed during our performance reviews on [Dates of Reviews], your performance did not meet the required standards established for this position, specifically in the areas of [List Brief Reasons, e.g., technical proficiency, output volume, or specific targets].

Regarding your employment status, [Select one option]:

- You will be returned to your previous position of [Previous Job Title] effective [Date].
- As there are no alternative vacancies available for which you are qualified, your employment with [Company Name] will be terminated effective [Date].

Please return all company property, including [Key Cards/Laptops/Equipment], to the HR department by [Time/Date]. Details regarding your final pay and benefits will be sent to you in a separate communication.

We thank you for your efforts during this period and wish you success in your future endeavors.

Sincerely,

[Signature]

[Your Name]

[Your Title]

[Company Name]