

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

[Date]

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

Dear [Employee Name],

Subject: Notification of Unsuccessful Probationary Period

I am writing to formally notify you of the outcome of your probationary period in the position of [Job Title], which began on [Start Date].

After a thorough review of your performance during this time, we regret to inform you that you have not met the required standards for the role. Consequently, we have decided not to confirm your permanent appointment, and your employment will terminate effective [Last Day of Employment].

This decision is based on the following reasons:

- [Reason 1: e.g., Failure to meet specific performance targets]
- [Reason 2: e.g., Requirements of the role not fully demonstrated]
- [Reason 3: e.g., Feedback provided during review meetings on Date]

Regarding your final compensation, you will receive payment for all hours worked up to your final date, as well as any accrued but unused holiday entitlement. Your final payslip and P45 will be sent to you under separate cover.

Please return all company property, including [List items: e.g., keys, laptop, ID badge], to [Name/Department] by [Date/Time].

We would like to thank you for your efforts during your time with [Company Name] and wish you the best in your future career.

Yours sincerely,

[Your Name]
[Your Title]