

[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 that your employment as a Compliance Coordinator will not be confirmed beyond your probationary period. Consequently, your employment with [Company Name] will terminate effective [Last Working Day].

This decision follows our recent performance reviews and discussions regarding your progress. While we appreciate the effort you have put into the role, we have determined that your performance has not consistently met the specific technical standards and regulatory requirements expected for the Compliance Coordinator position.

Regarding the conclusion of your employment:

- Your final paycheck, including payment for hours worked and any accrued entitlements, will be issued on [Date].
- Please return all company property, including keys, security badges, and laptop equipment, by [Time/Date].
- Details regarding your benefits and any relevant transition information will be sent to you via [Email/Mail] shortly.

We thank you for your time with [Company Name] and wish you the best in your future professional endeavors.

Sincerely,

[Your Name]
[Your Title]
[Company Name]