

[Date]

[Contractor Name]

[Contractor Address]

[City, State, Zip Code]

Subject: Notification of Unsuccessful Probationary Period

Dear [Contractor Name],

I am writing to formally notify you that your performance during your probationary period has been reviewed, and we have decided not to continue your contract with [Company Name].

As a result, your contract will be terminated effective [Last Working Date].

This decision has been made because [briefly state reason, e.g., the requirements of the role were not fully met / alignment with project goals].

Please ensure that all company property, including [list items such as keys, ID badges, laptops], is returned to [Department/Person] by [Time] on your final day.

Regarding your final payment, you will receive compensation for all work completed up to and including your final date of service. This will be processed on [Date of Payment].

We thank you for your contributions during your time with us and wish you the best in your future professional endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]