

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

RE: Notice of Unsuccessful Completion of Probationary Period

As you are aware, your employment as [Job Title] with [Company Name] was subject to a probationary period of [Number] months. This period was intended to assess your suitability for the executive requirements of the role and alignment with the organization's strategic objectives.

Following a formal review of your performance and integration during this time, I am writing to inform you that the company has decided not to confirm your permanent appointment. Consequently, your employment will terminate effective [Date].

This decision is based on the following factors identified during the review process:

- [Reason 1: e.g., Alignment with executive leadership expectations]
- [Reason 2: e.g., Delivery of specific key performance indicators]
- [Reason 3: e.g., Strategic fit within the senior management team]

As per your employment agreement, you will receive [Number] weeks' pay in lieu of notice. Your final compensation package, including payment for any accrued but unused vacation days and outstanding expenses, will be processed by [Date].

Please return all company property, including [list items: e.g., laptop, access cards, corporate credit cards], to the Human Resources department by [Date/Time].

On behalf of the board and the executive team, I would like to thank you for your contributions during your tenure and wish you success in your future professional endeavors.

Sincerely,

[Signature]

[Sender Name]

[Sender Title]

[Company Name]