

**Private and Confidential**

[Date]

[Employee Name]

[Internal Department]

**Subject: Outcome of Probationary Period Review**

Dear [Employee Name],

I am writing to formally notify you of the outcome of your probationary period as an Internal Recruitment Consultant, which commenced on [Start Date].

As discussed during our review meeting on [Date], attended by [Name of Witness/HR Representative], we have closely monitored your performance against the requirements of the role. Specifically, we discussed concerns regarding [mention key areas, e.g., quality of candidate sourcing, time-to-hire metrics, or stakeholder management].

Despite the support and training provided during this period, I regret to inform you that you have not reached the required standards for the position. Therefore, we will not be confirming your permanent appointment in this role.

Your employment in the position of Internal Recruitment Consultant will terminate on [Last Working Day]. [Optional: Since you transferred from a previous internal role, mention if they are returning to their old post or if employment with the company is ending entirely].

You will be paid for any accrued but unused holiday entitlement up to your final date of employment. You will receive a separate communication regarding the return of company property, including your laptop and security pass.

You have the right to appeal this decision. If you wish to do so, you must submit your appeal in writing to [Name/Department] within [Number] working days of receiving this letter, stating your grounds for appeal.

We would like to thank you for your efforts during your time with the recruitment team and wish you the best in your future endeavors.

Yours sincerely,

[Manager Name]

[Manager Title]