

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Notification of Unsuccessful Probationary Period

Dear [Candidate Name],

As you are aware, your employment with [Company Name] was subject to a probationary period of [Number] months, which is due to conclude on [Date].

I am writing to formally notify you that, following a review of your performance during this period, the company has decided not to confirm your permanent appointment. Consequently, your employment will end on [Last Working Day].

This decision has been made based on the following reasons:

- [Reason 1 - e.g., Performance standards not met]
- [Reason 2 - e.g., Specific skills gap]
- [Reason 3 - e.g., Attendance or conduct issues]

Regarding your final arrangements:

- Your final salary payment, including any accrued but unused holiday pay, will be paid on [Date].
- Please return all company property, including [Laptop/ID Badge/Keys], to [Department/Manager] by [Time] on your final day.

We would like to thank you for your contributions during your time with us and wish you the best in your future career endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]