

[Company Name]
[Company Address]
[Date]

[Employee Name]
[Employee Address]

Subject: Notification of Unsuccessful Probationary Period

Dear [Employee Name],

I am writing to formally notify you of the outcome of your probationary period review for the position of Recruitment Administrator.

As discussed during our meeting on [Date], we have closely monitored your performance and integration into the team over the past [Number] months. After careful consideration, I regret to inform you that you have not successfully completed your probationary period, and your employment with [Company Name] will be terminated.

This decision has been made based on the following reasons:

- [Reason 1: e.g., Failure to meet required administrative accuracy standards]
- [Reason 2: e.g., Inconsistent management of candidate communications]
- [Reason 3: e.g., Difficulty meeting recruitment deadlines]

Your final day of employment will be [Date]. In accordance with your employment contract, you are entitled to [Number] week(s) notice. You [will/will not] be required to work during this notice period.

Your final paycheck will include payment for work completed up to your final date, plus any accrued but unused holiday entitlement, subject to standard deductions. This will be paid on [Date].

Please return all company property, including [List items: e.g., laptop, ID badge, office keys], to [Department/Person] by [Date/Time].

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

Yours sincerely,

[Signature]

[Name of Manager/HR Representative]
[Job Title]