

Subject: Outcome of Probationary Period - Talent Sourcer

Dear [Employee Name],

As discussed during our meeting on [Date], I am writing to formally notify you that you have not successfully completed your probationary period for the position of Talent Sourcer at [Company Name].

Consequently, your employment will be terminated effective [Last Working Day Date].

This decision has been made based on the following reasons regarding your performance during the probationary period:

- [Insert reason, e.g., Failure to meet candidate outreach targets]
- [Insert reason, e.g., Insufficient quality of candidate shortlists]
- [Insert reason, e.g., Difficulty in utilizing the Applicant Tracking System effectively]

In accordance with your contract, you are entitled to [Number] week(s) of notice. [Company Name] has decided to [provide payment in lieu of notice / require you to work your notice period].

On your final day, please ensure that you return all company property, including your [laptop, ID badge, keys, etc.].

You will receive a separate communication regarding your final pay, outstanding holiday entitlement, and benefits information.

We thank you for your efforts during your time with us and wish you success in your future career.

Regards,

[Your Name]

[Your Title]

[Company Name]