

[Company Name]
[Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Address]
[City, State, Zip Code]

Dear [Employee Name],

Re: Notice of Unsuccessful Probationary Period

I am writing to formally notify you that your probationary period as a [Job Title] with [Company Name] has been unsuccessful. Consequently, your temporary employment will terminate effective [Last Date of Employment].

As discussed during our review meeting on [Date], this decision has been made due to [mention brief reason, e.g., performance standards not being met / conduct / fit for the role]. Despite the support and training provided during this period, the required outcomes have not been achieved.

Regarding your final arrangements:

- Your final paycheck, including payment for all hours worked up to and including your last day, will be issued on [Date].
- Please return all company property, including [keys, ID badges, laptops, etc.], to [Department/Person] by [Time] on your last day.

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

Sincerely,

[Your Name]
[Your Title]
[Company Name]