

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Unsuccessful Probationary Period

Dear [Employee Name],

I am writing to formally notify you of the outcome of your probationary period review. After careful consideration and evaluation of your performance during this time, we regret to inform you that you have not met the essential performance standards required for your position as [Job Title].

Despite previous discussions and [mention any support/training provided], the following areas of performance remain below the expected requirements:

- [Specific Standard/Metric 1]
- [Specific Standard/Metric 2]
- [Specific Standard/Metric 3]

As a result, your employment with [Company Name] will be terminated effective [Final Date of Employment].

Regarding your final arrangements:

- Your final paycheck, including any accrued vacation pay, will be issued on [Date].
- Please return all company property, including [keys, laptop, ID badge], to [Department/Person] by [Time/Date].
- Information regarding your benefits and COBRA eligibility will be sent to you via [Email/Mail].

We thank you for your efforts and wish you success in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]