

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

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

**Subject: Notification of Non-Conversion and Termination of Employment**

Dear [Employee Name],

This letter serves as formal notification that your probationary employment period with [Company Name] will conclude on [End Date]. After a thorough review of your performance and the current requirements of the department, the company has decided not to convert your status to a regular/permanent employee.

Consequently, your employment with [Company Name] will terminate effective [Last Working Day/Date].

Please note the following regarding your departure:

- **Final Pay:** Your final paycheck, including all wages earned and accrued leave (if applicable), will be issued on [Date] via [Payment Method].
- **Company Property:** Please return all company property, including keys, ID badges, laptops, and any other equipment, to [Department/Person] by [Time] on your final day.
- **Benefits:** Information regarding the status of your benefits and any options for extension will be sent to you via [Email/Mail] separately.

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

Sincerely,

[Signature]

[Name of Manager/HR Representative]  
[Title]

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**Acknowledgment of Receipt:**

I hereby acknowledge receipt of this notification.

\_\_\_\_\_  
[Employee Signature]

Date: \_\_\_\_\_