

Termination Notice

Date: _____

To:

Employee Name: _____

Position: _____

Department: _____

Subject: Termination of Employment Due to Unsatisfactory Probation

Dear _____,

This letter serves as formal notice of the termination of your employment with effective _____.

Your employment has been under probation since your start date of _____. During this period, your performance has been assessed against the standards and expectations of your role.

Regrettably, it has been determined that your performance has not met the required standards, and the necessary improvements have not been observed within the probationary period.

As per company policy, your employment will be terminated effective _____. You will receive all wages and benefits accrued up to your final working day.

Please return all company property and complete any outstanding administrative tasks before your departure.

If you have any questions, please contact the Human Resources department.

We thank you for your efforts during your probationary period and wish you the best in your future endeavors.

Authorized Signature

Name & Position

Date
