From,

Sanjot Singh

HR Manager

ABC Ltd.

20 August 2016

To,  
Rakesh Yadav,

Sales Manager,

ABC Ltd.

Subject: Probationary Termination Letter

Dear Mr. Rakesh Yadav.

The organization has taken a decision, after going through the probationary reviews that you are not fit for the position.

There are many reasons because of which we have decided to terminate you from the job during your probationary period. One reason is that you are never punctual. You have failed to show punctuality and have also not submitted your assignments within a stipulated time.

The company believes that you do not meet the standards required for the job. We wish you best wishes for your future assignments. You can collect your dues from the accounts office. Your last day of work will be 31 August 2016.

Thank you.  
With regret,

Sanjot Singh