To: name@email.com

From: name@email.com

Date: 25 August 2016

Subject: Probationary Termination Letter

Dear Mr. Harrison,

This letter is to inform you that due to your lack of sincerity, rowdiness, and unruly behavior, we have decided to terminate you from this company. You joined as a probation employee for six months with the company. As per the contract signed by you, the company has the right to terminate you within this period with prior notice.

This letter is an intimation of your termination. Therefore, we request you to kindly hand over your resignation letter within 24-48 hours along with the utilities provided to you by the company, including a mobile phone, vehicle, and laptop.

We thank you for being with us and wish you a successful future.

Thank you.

Mr. Smith Jones.  
HR Manager  
abc Solutions,