Sample Probation Termination Letter

Your Name
Your Position
Name of Company
Address of Company
City, State, Zip Code

DATE

Name of Employee
Address of Employee
City, State, Zip Code

RE: Probation termination

Dear Name of Employee:

This letter is formal notice that your probation period with Name of Company is being terminated effective on DATE.

We have decided that you have not fulfilled the conditions of employment because of your lack of enthusiasm for the job, not fulfilling the tasks given you and not showing the skills in computer programming that you claimed on your resume.

According to the terms and conditions of the probation letter that you signed, the company may terminate you with 48-hours notice within the six-month probation period.

I request that you return your mobile phone and laptop to your immediate supervisor, and attend an exit interview at 3pm on DATE at my office. You will get your final paycheck at that time and sign some termination documents.

You may speak freely during this meeting. I am sorry you did not take advantage of the support and help we gave you to make your employment a success. However, I wish you success in your future endeavors.

Thank you for the time you have given to Name of Company.

Sincerely,

Your Signature
Your Printed Name
Printed Name of Company