

<Date>

<Name of employee>

<Employee address>

*Subject: Early termination of probation*

*Dear <Employee name>*

*With reference to your appointment on <date>, we are sorry to inform that your probation period is not getting extended with us. And, the management has decided to terminate your employment early due to following reasons:*

- 1. Absenteeism and late coming*
- 2. Inappropriate behavior with coworkers*
- 3. Not attending team meetings*
- 4. Taking voluntary leaves, without prior notice*

*On the above mentioned reasons, the management has tried to warn you many times. But, our efforts have been in vain we could not see any improvement in your conduct. Therefore, effective from <date>, we are terminating your employment with us. Kindly perform the exit formalities with the help of human resource department and also attend the exit session. Pls submit all the official properties with HR and do collect the personal belonging from your workstation.*

*The final paycheck of your salary will be directly transferred in your account saved with us. For all other kind of assistance, you may get in touch with the human resource department anytime.*

*We wish you good luck in all your future endeavors.*

*Sincerely,*

<Name>

<Signature>

<Company name>