

<Date>

<Name of employee>

<Employee address>

*Subject: Early termination of probation due to poor performance*

*Dear <Employee name>*

*We regret to inform you that the company has decided to end your probation period early before the defined period. The last day of your work shall be <date>.*

*In the light of your recent performance at work, the company wants to end the employment agreement with you. The management has noticed that your performance is not up to the mark. The performance shown as <designation name> has not lead to any fruitful results for the company. Meanwhile, it has also been observed that you have missed to attend crucial training session conducted by client for the successful delivery of the project.*

*Hence, the management is forced to terminate your probation period early. You are requested to submit all office properties like mobile phone, laptop and external drive with data. Please contact human resource to do exit formalities and also attend personal session before the last date.*

*Thank you.*

*Sincerely,*

<Name>

<Signature>

<Company name>