

<Date>

<Name of employee>

<Employee address>

*Subject: Early termination of probation for doing multiple works*

*Dear <Employee name>*

*This letter is sent to inform you about the early termination of your probation period with us. It has come to the company's notice that you have been working with one more company as a consultant.*

*The management sees this gross violation of the professional agreement you signed with us. It was also observed that your priorities for work related deliveries have been unstable and shifting. Meanwhile, your supervisor informed that you have been leaving early on number of days every week. We are shocked by this fact that you pursued another opportunity despite being employed as a full time employee with us. Henceforth, the company is ending your employment with one week notice. And your last day will be <date>*

*Kindly complete exit formalities and submit office properties to concern teams. The final paycheck will be transferred to your account directly. Human resource department shall be helping you with remaining formalities and you are also requested to attend a session with them.*

*Thank you.*

*Sincerely,*

<Name>

<Signature>

<Company name>