

<Date>

<Name of employee>

<Employee address>

*Subject: Early termination of probation*

*Dear <Employee name>*

*With deep sadness we would like to state that the company has decided to end your probation period for violations the terms and conditions for your contract.*

*The management has issued multiple warnings to you regarding the absenteeism, late comings and misconduct with senior colleagues. There are more than one individual instance, where you have been asked to alter your behavior to maintain office decorum. We also offered you to take counseling sessions with counselors to improve your personal issues. Although, all of our efforts have been in vain. Hence, the company has decided to end the probation period and also in wake your health, we request you to please discontinue.*

*Please get in touch with HR representative in your office and handover the office properties at the earliest.*

*Effective <date> your employment will cease to exist with us and the final paycheck will be sent within 20 days of your termination of probation. We wish you all the best for your future projects.*

*Thank you.*

*Sincerely,*

*<Name>*

*<Signature>*

*<Company name>*