

<Date>

<Name of employee>

<Employee address>

*Subject: Early termination of probation*

*Dear <Employee name>*

*We regret to inform you that we are bound to terminate your probation period with immediate effect. The last day of your work will be <date> and we request you to take notice of the same.*

*The management has issued multiple notices and warnings to you regarding the absenteeism, late comings and misconduct towards coworkers. However, you have failed to abide by or adhere to any of the warnings issued in the past one month. The organization is deeply saddened by this instance, and doesn't encourage misconduct of any kind. We request you to return the mobile phone and laptop to your supervisor. Also return any other company assets that you may possess. Kindly complete the exit formalities along after collecting your belongings from your work station.*

*The final paycheck will be sent by courier or the final amount will be transferred to your account directly. For any other kind of assistance, you may get in touch with the human resource department anytime.*

*Thank you.*

*Sincerely,*

*<Name>*

*<Signature>*

*<Company name>*