

<Date>

<Name of employee>

<Employee address>

*Subject: Early termination of probation of employment*

*Dear <Employee name>*

*We are deeply saddened to state that the company has decided to end your probation period and employment, earlier than the expected date. Your last day of work has been decided to be <date> with us.*

*We have taken this decision for a number of reasons. While, we recognize that termination of probation might come as shock to you although, we have tried our best to help you improve your performance. The management has notified that your performance has not been at par with role on which you were appointed. You have failed to meet the expectations and the kind of skills we have aspired to see for the role. Therefore, the management has decided to part ways with you.*

*We wish you success for your future endeavors. You can assistance from the HR department to fulfill exit formalities. Your final paycheck will be directly transferred to your account.*

*Thank you.*

*Sincerely,*

<Name>

<Signature>

<Company name>