[Your Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name]

**Subject:** Termination of Probationary Period

Dear Mr. /Miss [NAME HERE],

It is to inform you that the probation period is being terminated effective on 22nd December 2017. We have observed that your performance in the company is unsatisfactory. According to the terms, the company has a right to terminate you by issuing termination letter 28 hours before termination within your probation period.

I request you to return the laptop and some other documents to the company’s supervisor and sign some termination documents. I wish you best of luck in future.

Thank you for putting efforts in the company.

Sincerely,

[NAME HERE]

[Title]