Date:

To:

Name of the employee:

Company’s name

**Subject: Termination letter for a probationary period for [X]**

Dear Mr. ABC,

This letter should be taken as a formal notice from ABC Company to you to inform you that your probation period with the company is being terminated effective on 17th April 20XX.

Your performance has been reviewed by us for a month and we have seen that you lack enthusiasm and zest for performing your job responsibilities. You don’t fulfill any of your responsibilities perfectly and we have to revise every task submitted by you before we can process it further

According to the contract you signed with the company, it lies within the rights of the organization to terminate your probation period at any time during the probation period.

You are being requested to return the laptop and other belongings of the company that you have been using for official work. You will get your paycheck by the 1st of next month.

You can talk to us if you need to discuss anything important. We wish you all the best in all your future endeavors.

Thank you so much for your time and for serving the company.

Regards,

Name of the employer

Signatures

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