Dear [Employee Name],

Your probation period with Company in the Department of [department name] as Position Name is due to end on <insert date>.

We regret to inform you that have decided not to continue your employment beyond your probationary period. As a result, your employment will end on <insert date>.

|  |  |
| --- | --- |
|  | The date entered here has to be at least one week later than the date this letter is provided, otherwise, the employee will be considered an employee with a fixed unlimited contract - **please delete this note** |

Thank you for your contribution to Company.

Yours sincerely,

[HR Name]

[HR Position]

[Company Name]