Dear [Employee’s Name].

Your probation period with [Company name] in the Department of [Department name] as [Position name] is due to end on [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 [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 - **Delete this note**] |

Thank you for your contribution to [Company name].

Yours sincerely,

[HR name]

[HR position]

[Company name]