

Sample Formal Notice Letter for Job Termination After Probation Period

This document provides a **sample formal notice letter for job termination after probation period**, designed to clearly communicate the employer's decision to end the employment contract following the completion of the probationary phase. The letter outlines the reasons for termination, the effective date, and any relevant details regarding final payments, return of company property, and the employee's rights. This sample ensures professionalism and adherence to legal and organizational standards in delivering termination notices.

[Company Letterhead]

Date: [Insert Date]

To:

[Employee Name]

[Employee Address]

Subject: **Notice of Termination of Employment After Probation Period**

Dear [Employee Name],

Following the completion of your probationary period with **[Company Name]**, we regret to inform you that your employment will be terminated, effective [Effective Date].

This decision has been made after a comprehensive review of your performance and overall suitability for the role of [Job Title]. Unfortunately, your performance during the probation period has not met the expected standards required for continuation in this position. The key areas of concern include [briefly specify reasons, e.g., attendance, work quality, conduct].

Please note the following details related to your termination:

- Your final working day will be [Last Working Day].
- You will receive your final salary and any accrued leave entitlement on or before [Payment Date].
- Please return all company property, including keys, ID badges, electronic devices, confidential documents, and any other materials, to your supervisor by your last working day.
- You are entitled to receive information regarding any benefits or rights post-termination as per company policy and relevant employment laws.

We thank you for your contributions to **[Company Name]** during your probationary period and wish you the best in your future endeavors.

If you have any questions or require further clarification, please contact [HR Contact Name] at [Contact Information].

Sincerely,

[Supervisor/Manager Name]

[Job Title]

[Company Name]