

Probation Termination Letter

[Your Name]
[Your Position]
[Name of Company]
[Address of Company]
[City, State, Zip Code]

[Date]

[Name of Employee]
[Address of Employee]
[City, State, Zip Code]

RE: Probation termination

Dear Name of Employee:

This letter is to inform you that your probationary period with [Name of Company] is being terminated effective immediately. We have decided that you have not fulfilled the conditions of employment due to your lack of enthusiasm for the job, not completing given tasks, and not exhibiting the computer programming skills you listed on your resume. According to the terms and conditions of the probation letter that you signed; the company may terminate you with 48-hours' notice within the six-month probation period.

I request that you return your mobile phone and laptop to your immediate supervisor, and attend an exit interview at 3pm on [Date] at my office. You will get your final paycheck at that time and sign some termination documents.

Thank you for the time you have given to [Name of Company].

Sincerely,

[Signature]
[Your Name]
[Name of Company]