

[Date]

Dear [Staff member name]

# Unsuccessful completion of probationary period

I am writing to confirm the discussion which we had on [date].

As you are aware, your employment with the organisation was subject to a probationary period. Unfortunately your performance has not reached a satisfactory standard during your probationary period. Your probationary period ends on [date] and it has been decided to terminate your employment at this point.

When leaving the organisation you must ensure that you return all company property [list items – eg books, laptop, phone, security pass].

I am sorry that we have had to reach this conclusion, and I wish you every success in the future.

Kind regards

[name and position]