[***Today’s date***]

**Private and Confidential**

Dear [***Insert Name***}

**Probationary Period**

As you know from your offer of employment letter dated [***insert date of letter***] and your contract of employment dated [***insert date of contract***] your employment with [***insert Company name***] (the ***Company***) is subject to successful completion of a [***insert amount***] month probationary period.

We have carefully monitored your performance and conduct during your probationary period and we are now writing to advise you that, unfortunately, the Company has taken the decision to terminate your contract of employment for the following reasons:

[***Insert list of reasons why the probationary period has been unsuccessful***]

You are entitled to receive [***insert number of weeks or months***] notice of termination of your employment. You [***will be/will not be***] required to work out your notice period and so the date of termination of your employment will be [***insert date***].

Your P45 will be sent to you and you will be paid the following:

1. All pay up to and including the date of termination of your employment;
2. [Notice pay *(****only if employee is to be paid in lieu of notice period****)*]; [and]
3. [Accrued holiday pay *(if applicable)*]*.*

You have the right to appeal against the decision by writing to [***insert name and job title***] at the above address within [***insert number***] working days stating the reasons for your appeal.

Yours sincerely,

[***Insert Name and Job Title***]

For and on behalf of [***Insert Company Name***]

[***Insert name and address of recipient***]

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