

From,

Sender/Your name...

Office/Business Address...

Date: DD/MM/YY (date of writing the letter)

To,

Receiver name...

Office/Business Address...

Sub: Offering termination in the probationary period

Respected [Name],

We are unhappy with your performance. We are sorry to inform you that you have been termination notice from our company. You must leave [company name] on [mention date]. You have been working since [joining date] for last [number] months. But you have not shown even average performance.

We had already informed you that we would be reviewing your performance from day 1 you had been reporting to [mention senior person name]. As per the report submitted by him /her, we got the information that you have been absent from the department for [number] of days

Without giving any prior notice. Neither you had submitted your application for leave to your senior nor had you informed over the phone, we are really sorry that you have been served termination notice from [date].

You had made commitment of giving your 100 % in [company name]]. You were offered to meet the target of [number] % in the team. You were offered the designation of [designation] and you were expected to perform following responsibilities:

[Mention the responsibilities in detail].

But you have been found not focusing on your work and meeting the commitments. You were found loitering in the corridor and cafeteria during the production hours. We are really sorry to inform you that you did not meet the standards of our company. You did not meet the minimum requirements of clearing the assessments.

It is necessary to notify you that you will have to do the necessary paperwork for termination purpose. We wish you all the best for your future endeavors. May you have a better opportunity than this we are always there for you?

Thanking You,

Yours sincerely,

[Signature]

[Name]