To

[The Recipient Name]

**Subject: Termination of Probationary Services regarding [X]**

Dear Johnson,

As we discussed earlier, I am informing you about your immediate termination after the unsuccessful completion of your probationary period. My dear, it was a very hard decision to take but we own a company where every procedure is carried out as per modern scientific techniques and existing international standards. By doing all this, we aim to provide the best services to our clients while keeping our standards abreast of the modern technological era.

You were placed in this company on a probationary period for one year and your regularization of service was subjected to successful completion of the probationary period. Your duty was to maintain the quality of the product while maintaining all the existing standards.

Unfortunately, you were failed to perform your duties in an efficient way and could not meet our desired quality standards. Keeping in view this fact, top management decided not to offer a permanent position on account of the unsuccessful completion of your probation. Your termination will be effective from [date]. We would like to inform you that your termination will be kept confidential.

However, in all such cases, we are bound to keep a record of those incidents which led to your termination. You are hereby advised not to indicate our company’s name as a reference because we will not recommend you to any potential employer in the market.

In the end, I would say that no doubt you were unfortunate right at the start of your career but still, you have been bestowed with some great abilities, and here is the right time to use them efficiently. We also recognize your hidden talent and wish you a better career ahead.

Sincerely,

Jonathan Paul