To

[The Recipient Name]

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

Dear Johnson,

You are being intimated through this letter that management has decided to terminate your services with this company after unsuccessful completion of the probationary period. You have been a part of this company for last year as a probationer. During this period, you were being evaluated by your sales supervisor, and each time he found your performance unsatisfactory. As per our contract, your regularization was subjected to the following conditions:

1. You will achieve a monthly sales target during your probationary period.
2. You will meet all the standards to transform a probationer into a regular employee.

Your performance was being monitored in terms of the above-mentioned criteria. After careful investigations and based on your supervisor report, your performance has not been up to the mark. We hired you last year and since then, your performance was unacceptable. We discussed this issue and held several meetings with you and these discussions have also been documented in your personal file as proof.

Keeping in view all the above-mentioned conditions, management has decided that it is better for you to leave the company. Therefore, your services with this company are hereby terminated because you have failed to complete your probationary period successfully.

Dear, it always looks harder to inform an employee about his termination. You were given several written and verbal warnings prior to this decision but you did not rectify yourself and as a result, you are facing all this.

We value your time you spent with our company. We hope you will soon get a better employment soon. Wish you all the best.

Sincerely,

Lee