To, Mr. Kazmi  
Assistant Marketing Manager  
[Company Name]

Dear Mr. Kazmi,

It is hereby stated to inform you about the termination of your services on probation in the company. You joined us on board as an assistant to our marketing manager and his team in [Company Name] on probation a couple of months ago. Your performance and willingness to learn and adopt the company’s pattern of work were appreciable in the first month.

However, your performance graph was seen to be declining with the passing time as your non-punctuality and non-seriousness at work were frequently observed by your immediate seniors and were duly reported to the executive authorities. Despite the repetitive warnings issued to you by the company, there was no visible and effective change to be seen in your overall behavior during working hours and at the workplace.

Nevertheless, we deeply recognize and acknowledge the sincere efforts you have put into the company so far and the part you played as an assistant marketing manager at the time of your probationary period with [Company Name]. Unfortunately, it is stated with sheer regret and disappointment that the results produced under your supervision did not somehow meet the business expectations and the environment of our office got negatively affected by the negligence caused by you.

Hence, we are issuing this letter to notify you that your employment with [Company Name] is held terminated from today (28th July 20XX). We will process the salary of your working period during this probation time, along with your working record, which would be transferred to your bank account as soon as the ongoing week comes to an end.

Moreover, all these documents would be sent to your residential address by post on the same day when you will receive your salary. We wish you all the best for your future experiences and ventures that you step into in the future, having a safe career onwards.

Yours sincerely,

Mr. Khan  
Senior Executive Manager, [Company Name]  
[Contact]