[A number seven and a black background

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[Your Name]  
[Your Position]  
[Date]

[Employee's Name]  
[Employee's Position]  
[Department]

Probation Period failure letter

This is a letter about the results of your probationary period at [company/organization name].

As you may recall, upon joining our organization on [date of joining], you were placed on a probationary period of [duration of probationary period] to evaluate your performance, suitability, and overall fit within the company.

Regrettably, it has been observed that you have not successfully met the requirements and expectations outlined for your probationary period. Despite the feedback, guidance, and support provided during this period, there have been consistent concerns regarding your performance and ability to meet the standards set forth by the company.

Specifically, the following areas have been identified as areas of concern:

1. [Specify the first area of concern]
2. [Specify the second area of concern]
3. [Specify any additional areas of concern]

The probationary period serves as a mutual evaluation period, allowing both the employee and the company to assess suitability and determine whether the position aligns with the employee's skills and capabilities. Based on the evaluations and assessments made during this period, it has been determined that you have not demonstrated the necessary skills, competencies, and performance level required for the position.

Therefore, I regret to inform you that your probationary period has not been successfully completed, and your employment with [Company/Organization Name] will be terminated, effective [termination date]. This decision has been made after careful consideration and with the best interests of the company in mind.

I understand that this news may come as a disappointment, and I encourage you to view this as an opportunity for growth and learning. It is important to reflect on the feedback provided during the probationary period and identify areas for development. While your employment with us is ending, we believe that this experience can serve as a stepping stone towards future success in your career.

We will ensure that you receive any outstanding compensation and benefits owed to you according to company policies. Additionally, our HR department will be available to answer any questions you may have regarding the termination process or any related matters.

We appreciate the time and effort you have dedicated to [Company/Organization Name], and we wish you the best in your future endeavors.

Sincerely,

[Your Name]  
[Your Position]  
[Company/Organization Name]