dd/MM/yyyy

Dear [Employee’s name],

Your probation period with [Company name] in the [Department name] department as [Position name] is due to finish on [Date].

We regret to inform you that we have decided not to continue your employment beyond your probationary period. As a result, your employment will end on [Date].

Thank you for your contribution to [Company name].

Sincerely,

[HR name]

[HR position]

[Company name]

[Contact Number]