[Company Name]
[Company Address]
[Date]

[Employee Name]
[Employee Address]

Subject: Termination of Employment (Failed Probationary Period)

Dear [Employee Name],

I am writing to formally notify you that your employment with [Company Name] is being terminated, effective [Last Working Day], due to your failure to successfully complete your probationary period.

As discussed during our review meetings on [Date(s) of previous reviews], your continued employment was contingent upon meeting specific performance targets, namely:

- [List Target 1]
- [List Target 2]

Despite the support and training provided during this period, you have not reached the required performance levels or met the targets established for your role. Consequently, we have decided not to confirm your permanent appointment.

Regarding the conclusion of your employment:

- Your final salary payment will include pay up to your last day of work and any accrued but unused holiday pay.
- Your notice period is [Number] week(s), which will be [paid in lieu / worked].
- Please return all company property, including keys, laptop, and ID badge, by [Date].

We thank you for your efforts and wish you the best in your future endeavors.

Yours sincerely,

[Your Name]
[Your Title]
[Company Name]