To Date:

Employee Name,

Address.

Mobile No.

Email ID.

Sub: Non-Confirmation & Termination of Employment.

Dear Mr./Ms. \_\_\_\_\_\_\_\_\_\_ (Employee Name),

With refer to your performance during the probation period, the management decided that your overall performance does not meet our expectations despite the opportunities given to you during this time.

As a result, the management had no other choice but to not confirm your employment and to terminate your services.

We hope you will take this positively and work towards betterment in your future job opportunity.

We wish you all the best in all your future endeavours.

For the “**company name**”,

Authorized signatory.