*[Print on Employer’s Letterhead or insert Company Name and Address]*

Private and Confidential

<< Employee's Name>>

<<Address>>

<< Address>>

<<Postcode>>

<<Date>>

Re: Probationary Period

Dear <<name of employee>>,

As you know from your offer of employment letter dated <<insert date>>and your contract of employment dated <<insert date>>, your employment with <<Company name>> (“the Company”) is subject to successful completion of a <<[three/six/other]>> month probationary period.

We have carefully monitored your performance and conduct during your probationary period and we are now writing to advise you that, unfortunately, the Company has taken the decision to terminate your contract of employment for the following reasons:

<<List reasons for dismissal i.e employee's conduct or performance during the probationary period>>

You are entitled to receive <<number>> <<[week(s)/month(s)]>> notice of termination of your employment. You <<[are/are not]>> required to work out your notice period and so the date of termination of your employment will be <<insert date>>*.*

Your P45 will be sent to you shortly and you will be paid the following:

1. All pay up to and including the date of termination of your employment;
2. [Notice pay *(only if employee is to be paid in lieu of notice period)*]; [and]
3. [Accrued holiday pay *(if applicable)*]*.*

You have the right to appeal against the decision by writing to <<name>> at the above address within <<number>> working days stating the reasons for your appeal.

Yours sincerely,

<<Name and Title>>

For and on behalf of <<Company Name>>