#### Letter dismissing at the end of a probation period

***Add/delete information in brackets as appropriate***

[add date]

**Private and confidential**

[add address]

Dear [Name]

**Probationary Period**

We have decided not to confirm your employment following the expiry of your probation period. This means that we will be terminating your contract with [name of your business].

Your contract with [name of your business] dated [date] makes clear that you must successfully complete your probation period to qualify for continuous employment within our business and we do not consider that you have done so.

I know that you will be disappointed by this decision and it is important that we explain why we have taken this decision and what will happen next.

During the [time-frame] of your probation period, as we do with all new staff, we have carefully monitored your performance, for example by [explain briefly how monitoring is conducted]. This monitoring exercise has evidenced the following concerns, on the basis of which, we have taken the decision to terminate your contract of employment:

1. specify reason(s) for the conclusion that the employee’s performance or conduct has been unacceptable and warrants a dismissal.
2. We extended your probation period on DATE for [time-frame] in light of these same concerns, and during this extension period we attempted to support you in addressing them. However, we consider that the concerns identified when we extended this period and which are set out again at (1) above, remain outstanding and that any further period of extension or support is not appropriate in all the circumstances.

I can confirm your entitlement to [number of weeks] notice of termination of your employment. This means that the date of termination of your employment will be [date].

You have xx days of holiday outstanding and you must take these during your notice period. Please agree these days with specify person in advance of taking them.

We will send you the relevant documentation for tax purposes, namely your P45, together with the following:

1. All pay up to and including the termination date (date);
2. Notice pay; and
3. Accrued holiday pay (if applicable)

This is not a position that we have taken lightly, and we are disappointed that your engagement by us has concluded in this manner.

Irrespective of the reasons leading to your contract not being confirmed with us, we wish you all the best for the future.

Yours sincerely,

[add name]

[add title]