**NAME**

**ADDRESS**

**DATE**

**Termination of Employment – Failure to Pass Probation**

Dear **NAME**

Your probation period with us at **COMPANY** is due to end on **DATE**. Following a review by the management and previous discussion in relation to this matter on **DATE** I have decided that you have not fulfilled the requirements for you to pass the probation period. The specific areas that you have failed to achieve the required performance is:

* **ISSUE 1**
* **ISSUE 2**
* **Etc.**

This letter is to confirm that your employment will terminate with immediate effect on **DATE**. You will be issued with payment of your notice in lieu of service as per the terms outlined in your contract of employment. You will also receive payment of any outstanding Annual Leave balances in your final payroll.

Please ensure that you have returned all company property to avoid the cost of same from your final payment.

In line with new Revenue payroll guidelines you will not be issued a P45 and your final tax entitlement will be updated to Revenue directly.

​I wish you the very best in your future endeavours.
​

Yours sincerely,

**NAME**

**JOB TITLE**