Date

<Employee Name>
Physical Address or email address
Address

Strictly Private and Confidential

Dear <Employee Name>,

Further to the Trial Period Review Meetings held with you on <insert date of meeting>, and on <insert date of meeting>. This letter confirms the outcome of these meetings.

As advised at the meeting conducted by <insert company representative>, the company has arrived at the decision to bring your employment to an end in accordance with <insert clause number in the employment agreement>– Trial Period of your Individual Employment Agreement.

<Insert employees name>, this decision to bring your employment to an end, has not been made lightly. It has been made after a thorough review and consideration of your performance, suitability to the position, along with discussions held with you around our concerns, including your feedback and the comments gained from you throughout the trial period.

Therefore, your employment with <insert company name> is terminated under <insert clause number in the employment agreement>– Trial Period of your Individual Employment Agreement. Your final date of employment with <company name> is <insert date>.

We understand this is a difficult time for you. As discussed, <company name> is prepared to offer you the opportunity to be paid out <insert number of weeks under the termination clause> in lieu of working the notice period, or to work part of the notice period and be paid in lieu for the remainder the notice period or to work the entire period of the one week's notice, the choice is entirely yours. Please let <insert company representative> know if you would like to finish early and be paid out in lieu of working the notice period.

You have been requested to return all company property in your possession to <contact person> by <date/time> to ensure that there are no delays in processing your final pay.

Yours sincerely

Manager
Manager Title
Company

cc: anyone from the organisation that you are sending this letter to

The purpose of this template is a guide for employers.   It is recommended that employers use their judgement and tailors the template to their specific requirements.